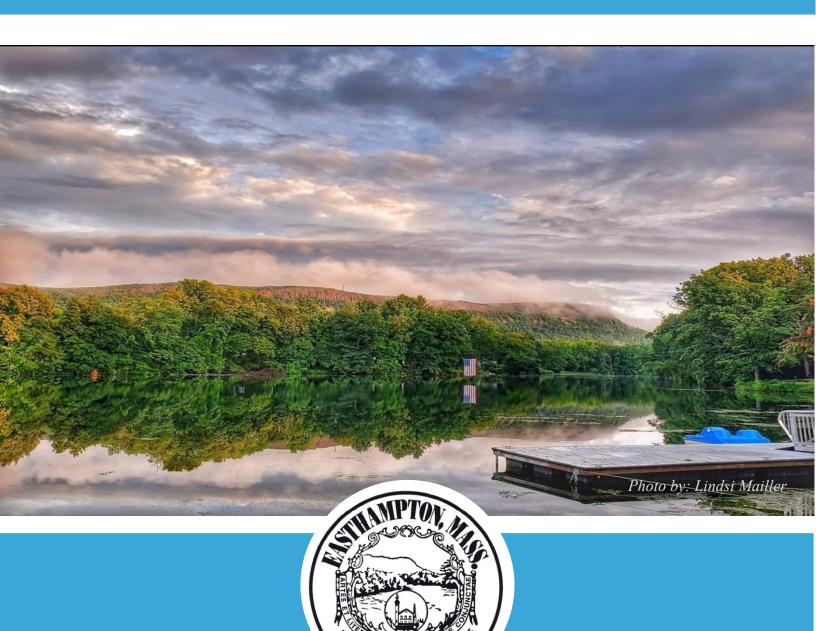
CITY OF EASTHAMPTON, MASACHUSETTS



Fiscal Year 2023 Budget Mayor Nicole LaChapelle

CORPORATED JUNE 17.

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Mayor's Message

May 18, 2022

Dear President Gomez and City Council:

In creating last year's expense budget, I funded at a needed service level budget. Unsure of the timing and amount of COVID-19 recovery dollars, the prudent approach was to build up reserves to meet unknown fiscal challenges. Late in Fiscal Year 2021, the city was awarded 4. 7 million dollars from American Rescue Plan Act (ARP A), disbursed over fiscal years 2022 and 2023. The city has finalized its ARP A spending priorities plan and expenditures per the ARP A Final Rules. ARP A expenditures are driven by the allowed use of the funds and publicly informed plans such as our City SPIRIT report, Arts Visioning, Rapid Recovery Plan, Open Space, Housing Needs, and Production plans. The city increased contract tracing, ongoing testing, and vaccinations, aided by federal funding.

Our public school department's state and federal awards totaled approximately 2.6 million dollars. My proposed budget asks for a 4.63% increase in the Education line item, raising Per Pupil Expenditure for the actual students attending to \$16,388.47. I propose \$29,617,744.77 for the Education budget section, including Non-Net Spending and excluding debt service on the school bonds, this increase excludes COVID-19-related grant dollars.

In the Public Safety Section, both police and fire departments show the total annual incentive amount. Incentives are a part of their respective collective bargaining agreement for additional celtifications and education. The incentives are paid out twice a year. Last fiscal year, I put one-half of the incentive payments into the General Fund operating budget and then requested an appropriation for the second payout of incentives. The FY22 incentive amount paid is about the same by adding one-half of last year's incentive to the appropriation amount I requested and approved by the City Council. In FY22, I split the incentive amount to increase the certified free cash, giving the city flexibility if cash flow became tight.

Mountain View School is substantially completed, with full occupancy slated for September 2023. The school re-use resident workgroup will soon deliver suggested proposal requests to City Council for review and amendment. The Ferry Street public improvements, including a roundabout and multi-use path, are done with the first building open with residential and business tenants. Blueprint Easthampton has supported 18 micro-businesses into formal local businesses and joined statewide groups to suppolt more local businesses. Planning and DPW, employing state grants, are building up climate and neighborhood resilience in New City, Pleasant Green, the Pleasant Street Mill District, and Cherry Street.

The future looks bright, but today residents and local businesses still struggle to pay bills and survive as two years of setbacks pile up due to lost wages, lack of affordable childcare, food, housing, transportation, and health care. But candidly, Easthampton residents face the growing shortage of affordable housing and rising inflation. While the City continues to partner with regional agencies, we are looking for more ways to help families, seniors, and businesses.

There is no more critical time to invest in Easthampton. Over the last year and into the next, we have increased maintenance effo1ts, capital spending via grants, employee retention, and hiring. The FY2022 budget reflects the values of Easthampton with investments across departments, taking on minimal debt, and meeting our commitments to funding retirement accounts. Our bond rating maintained a rating of AA+ with a stable outlook. The City is in a good position for future bonding.

New growth and near 100% collected revenues in 2022 helped us push back against inflation and close gaps left in last year's budget. My fiscal year 2023 budget letter, following this document, to department leaders directed them to include all anticipated compensation without any cuts and show an expense budget of 1 %, 2% 3%. Depa1tments that added staff positions were to have them in FY23 if paid out of the City's general operating funds. City departments that increased staff with COVID-19 or grant dollars were asked for a plan to bring those staff onto the general fund budget by 2026. As a result, I propose an FY2023 expenditure of \$48,541,883.64, an increase of 5.75% over the FY22 approved budget.

Four primary revenue sources balance proposed expenditures of \$45,900,466.26, with the gap being primarily CPA, Water/Sewer Enterprise revenue. The budget provides funds for the Tax Relief Stabilization Fund and Cannabis Stabilization Fund to reduce the taxes we must raise on our levy. Monthly reports outlining year-to-date expenditures and revenue will continue to be augmented by repolts detailing the receipt, spending, and reimbursement rate of COVID-related funds.

Thank you for your patience and kindness to each other in the past year. With continued gratitude and hope,

Mayor Nicole LaChapelle

Budget Letter

February 2, 2022

Dear Easthampton Department Leaders,

Over the last two fiscal years, Easthampton held tight reins on expenditures and building up reserve accounts. As a result, the City is in a solid financial position during a pandemic, housing, and labor shortages. Our bond rating holds steady at AA+ with a stable outlook.

With the help of one-time funds, the City expanded key departments, notably Planning, Health, and Information Technology, to address service gaps made untenable by the pandemic. Long overdue, we invested in cybersecurity tools and no longer supported software - are building out a new Data Center and Public Safety Incident Command system. Forced by the pandemic to go remote, the City consolidated and automated processes with Google Workplace, DocuSign, and Zoom. Shifting to remote, we did so with a forward eye, embedding future maintenance costs into the City's operating budget. We continue to follow our long-term fiscal policies and funding strategies.

We are aligning function with department expertise. IT professionals are upgrading city systems and cybersecurity tools, pivoting to one department supporting all of the City. Our Department of Public Health provides a fuller scope of community care by licensed professionals, augmenting the work of our fire and police. The City is well-positioned to readjust spending strategies to match residents' needs and expectations.

Please prepare your FY23 department budget as follows:

FY23 department budgets are due via email to the Mayor' Office, Treasurer, and Auditor on or before **Monday, February 28, 2022**, with the following:

- 1) One-page budget narrative structured with an introductory paragraph and no more than five points communicating trends such as number of residents served, new fee schedule, new processes, number of hires, calls, outreach numbers. Post the one-pager on your department's webpage on www.easthamptonma.gov with complete department activities and updates
- 2) Organizational Chart reflecting all positions in the department with reporting structure
- 3) Use the FY23 budget templates for Personnel Services and department expense accounts. Expect templates within the next week with instructional comments as appropriate. Please read any comments before starting
- 4) Email your department proposal to the Mayor's Office, Treasurer, and Auditor
- 5) The Treasurer and each Department Leader will sign off on their budget before my April 20, 2022, City Council proposed budget submission

FY23 budget proposal assumptions:

- 1) Using the FY22 <u>approved department **expense** budget amount</u>, prepare three versions of your department expense budget with the following increases:
 - a. 1%
 - b. 2%
 - c. 3%
- 2) Personnel Services budgets must include: step increases, known collective bargaining pay increases, known educational incentives; overtime for any department (limit is 140,000.00); positions currently vacant but must be filled. Any CBA contracts that will be renegotiated in/for FY 2023 include an estimated amount for all Personnel Service expenses that may be affected by these new CBA contracts. Please list these estimates in the "Possible Collective Bargaining Agreement Changes" section on the Personnel Services template.
- 3) Use the attached chart for Pay Plan salary expenses

Four day a week staff:

Calculate July to December at Pay step times 13 pay periods Calculate January to June at January Pay step times 13 pay periods Total pay periods in FY 2023 is 26.00

Five day a week staff:

Calculate July to December at Pay step times 13.10 pay periods Calculate January to June at January Pay step times 13 pay periods Total pay periods in FY 2023 is 26.10

Please round up the calculations for rounding differences.

4) A full-time equivalent is 40 hours per week. The Payroll Department report calculates the number of department FTE's of all staff according to the number of hours worked. The formula divides full-time and portions of full-time positions by 40. For example, one 40-hour-a-week employee and two 20-hour-a-week employees would be two FTE's

On or before **Thursday**, **February 24**, **2022**, email your updated **Capital Improvement Plan** to the Treasurer, copying the Auditor and Mayor's Office. Indicate all capital expenditures in FY21 and FY22 with the funding source.

On **Tuesday, March 1, 2022**, the Mayor's Office will start to schedule initial meetings with each department.

With gratitude,

Mayor Nicole LaChapelle

Cc:

Homar Gomez, City Council President Cynthia Kwiesnski, School Committee Chair

Jennifer Gallant, Treasurer

Hetal Patel, Auditor

Lindsi Mailler, Mayor's Office

Part I: Community

Guide to the Budget

The annual budget document reflects our community's values, priorities, and goals. The budget document serves as a policy document, financial guide, and communications device for our residents. This guide was created to help orient interested readers by providing a brief overview of the budget process and an explanation of the organization of the budget document.

The Budget Process

The City of Easthampton operates under state statutes and the Home Rule Charter as amended to establish the Mayor-Council form of government. The city's legislative body is a nine-member City Council, with five members representing each of the city's wards and four members elected at large.

The formal annual budget planning process starts in January. The Mayor distributes the next fiscal year's budget packages that include parameters for their department budget. The city's fiscal year shall begin on the first day of July and shall end on the last day of June unless another period is required by general law. Within the time fixed by law, before the city's fiscal year starts, the Mayor shall submit to the city council a proposed operating budget for the ensuing fiscal year with an accompanying budget message and supporting documents. The mayor shall simultaneously provide for the publication in a local newspaper notice and a general summary of the proposed budget. The summary shall specifically indicate any significant variations from the current operating budget and why such changes.

The School Department's budget, as adopted by the School Committee, shall be submitted to the Mayor at least twenty-one days before the date the mayor is required to submit a proposed city budget to the City Council. The twenty-one-day requirement allows the mayor sufficient time to consider the effect the school department's requested appropriation could have on the whole city operating budget.

The mayor must submit to the city council a proposed budget inclusive of city agency per the Easthampton Home Rule Charter. The city council shall consider, in open public meetings, the detailed expenditures proposed for each city agency and may confer with representatives of each such agency in connection with its review and consideration. The city council shall adopt the budget, with or without amendments, within ninety days following the day the proposed budget is received or such other period as may be provided by general law. The city council may delete or decrease any programs or amounts except expenditures required by law or for debt service in amending the budget. If the city council fails to take any action concerning any item in the proposed budget within sixty days following the date of its receipt of the proposed budget or such other period as may be provided by general law, such amount shall, without any action by the city council, become a part of the appropriations for the ensuing fiscal year and shall be available for the purposes specified.

Budget Ad

5/17/22, 10:09 AM

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City of Easthampton Proposed FY2023 Municipal Budget

Pursuant to Section 5-3 of the Easthampton Home Rule Charter notice is hereby given that Mayor Nice le La Chapelle has presented a proposed budget for the fiscal year beginning July I, 2023, to the Easthampton City Council on May I8, 2022. A complete copy of the budget with narratives is available for review online at www.easthamptonma.gov and during normal business hours at the Public Safety building located at 32 Payson Avenue, and at the COA building located at 19 Union Street in Easthampton, Massachusetts. The following is a comparison of the FY2022 and FY2023 budget proposals as submitted to the City Council

•	FY22	FY23	Change
HGonoral Governn	nent\$1,953,507.59	\$2,334,946.59	% 19.53
2-Public Safety	\$5,636.545.39	\$6,761,666.49	% 19.96
3-Educcition	\$17,097,692.63	\$17,889,577.60	% 4.63
4- Public Works	\$1,872,97622	\$1,915,538.97	% 227
5- Human Services	\$653,320.06	\$746,706.35	% 14.29
6-Culture and Rec	rocition \$609,237.3	16 S 642,197.00	% 5.41
7-Dobt & Interest	\$5,329,346.68	\$4,734,555.01	% (1116)
8-Unclassified	\$9,435,370.18	\$9,934,943.00	% 529
9-Community Pros	orvation Act \$562	,500.00 \$785,000.00	% 39.56
10-Enterprise	\$2,749,970.18	\$2,796,752.63	%1.70
Total	\$45,900,466.29	\$48,541,883.64	% 101.49

FY23 Major Variations By Budgot Sections

- I- Genoral Government additional staff, consolidation of IT services 2 - Public Safety: reflects total incentive pay for fire and police, in FY22 line item reflected half of incentive pay with additional amount by appropriation
- 5 Human Services, additional staff
- 7 Dobt & Interest reflects change in dobt payments
- 9 CPA, reflects increase in real estate transactions

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May 19

Budget Calendar

July: Fiscal year begins July 151

August: Identification and realignment of financial goals per the city's Financial Policies

September: Capital Improvement Plan (CIP) sent to Departments for first annual updates

October/November: Free Cash/ Retained Earnings Celiification

October/November: Tax Classification Hearing & Tax Rate set

December: Financial trends and forecast updated

January: Budget packets sent to Department Heads from Mayor's Office

February: Department Budget Requests due to Mayor

<u>March</u>: Mayor reviews city department budget requests as they affect the city's operating Budget

<u>April</u>: School Committee votes on the school budget, approved budget submitted to Mayor

April: Mayor's Proposed Budget submitted to City Council

May: City Council open public hearings on Operating Budget

June: City Council votes on the Mayor's Proposed Budget

June: Fiscal year ends June 30th

EASTHAMPTON, MASSACHUSETTS

<u>Name</u>

City of Easthampton

Settled

1664

Incorporated as a Town

1785

Incorporated as a City

1996

Land Area

13.4 square miles

Public Roads

92 miles

County

Hampshire

Population

16,211 per 2020 US Census

Form of Government

Mayor- City Council

FY2022 Tax Rate per Thousand

\$16.53

Average Single-Family Home Value

\$375,000

FY2022 Municipal Operating Budget

\$45,900,000

Address

City of Easthampton

Municipal Offices

50 Payson Ave

Easthampton, MA 01027

www.easthamptonma.gov

The success of Easthampton is not an accident. It results from hard work from a wide range of stakeholders who have committed to investing in the community over many years.

Easthampton is a post-industrial, 16,000-person city with a long history of high civic engagement, commitment to the arts, and innovation. As family-run farms, manufacturers, and businesses operate throughout the City, the businesses and municipal offerings downtown are experiencing increasing recognition and popularity in the region. Residents enjoy a full complement of general government services, including police and fire protection; water and sewer; public works; parks and recreation; and a senior center.

Located in the dynamic Pioneer Valley area of Western Massachusetts, the City focuses on grants and public/private partnerships to upgrade public amenities, including a new roundabout, parking areas, pedestrian safety improvements, upgraded crossing for the Manhan Rail Trail, and a new Lower Mill Pond Promenade. These upgrades open up access to the rail trail, industrial park, and mill district.

In recent years, private investment and economic development success has reached a critical mass that continues to draw creativity, innovation, and more business and real estate interest. In the past three years, the City's concerted efforts leverage public dollars to increase private investment. The ability for Easthampton to work with private developers and the state to secure additional infrastructure grants, along with general municipal support for other projects, has been critical.

Easthampton prides itself on increasing essential services and support for all residents. The City has created a senior – tax write-off work program, rental relief, ADA trails. Completing a new 90-million-dollar K-8 elementary school in 2022 will replace three historic elementary school properties. With our high school built in 2013, all Easthampton students will attend schools less than twenty years old.

Part II: Budget Summaries

Balanced Budget

Revenue	FY22 Budget	FY23 Budget	% of Total %	6 Change
Local Aid	12,351,426	12,825,573	70 01 10111 7	o Change
Offsets	(783,091)	723,212		
Assessments	(2,934,561)	3,055,883		
Net Cherry Sheet	8,633,744	9,046,478	18.64%	4.78%
Local Receipts	1,783,877	3,302,879	6.80%	85.15%
Tax	25,055,743	25,946,961	0.00 /0	05.15 /0
2.5% Tax	626,394	648,674		
New Growth	100,000	100,00		
Overlay	(330,000)	(330,00)		
Amortization	(4,457)	(3310)		
Debt Exclusion	4,931,350	4,340,150		
Excess Levy Capacity	4,931,330	4,340,130		
	20 270 020	20 702 475	63.25%	1.000/
Tax Levy (Property Tax)	30,379,030	30,702,475		1.06%
Enterprise Revenue	4,431,828	4,523,425	9.32%	2.07%
CPA Revenue	562,500	785,000	2.00%	39.56%
Other Financing Sources	109,457	181,626	.37%	65.93%
Total Revenue	45,900,466	48,541,883	5.75%	
1- General Government	1,953,508	2,334,946.59	4.81	19.53
2-Public Safety	5,636,545	6,761,666.49	13.93	19.96
3-Education	17,097,693	17,889,577.60	36.85	4.63
4-Public Works	1,872,976	1,915,538.97	3.95	2.27
5-Human Services	653,320	749,706.35	1.54	14.29
6-Culture and Recreation	609,237	642,197.00	1.32	5.41
7-Debt	5,329,347	4,734,555.01	9.75	(11.16)
8-Unclassified	9,435,370	9,934,943.00	20.47	5.29
9-Community Preservation Act	562,500	785,000.00	1.62	39.56
10-Enterprise	2,749,970	2,796,752.63	5.76	1.70
Total Expense	45,900,466	48,541,883.64	105.75	101.49

Revenue

The city's General Fund revenue (excluding the Water & Sewer Enterprise and CPA Funds) is divided into four main categories: property taxes, state aid, departmental receipts and available funds. General Fund revenue does not include the user fees deposited into Water & Sewer Enterprise account or Community Preservation Act (CPA) funds. CARES, ARPA, and FEMA grants are not included in the General Fund revenue as they are one time monies for a specific purpose.

Property Taxes

Property taxes are the single largest revenue source for the city and historically provide approximately 70% of the General Fund budget. Typically, a variation of 1% to 2% is the result of external factors, such as State Aid, Building activity, or fluctuation in Interests rates. Property taxes are levied on real property (land & buildings) and personal property used by Easthampton's non-manufacturing businesses. In fiscal 2023, as in FY22, Prope1iy Tax of the General Fund Operating Revenue is higher in comparison to years past due to the Mountain View School debt exclusion.

In accordance with State law, the Board of Assessors determines the fair market value of all propeliy every three years. Fiscal year 2022 was a non-revaluation year where the assessors make interim adjustments based on sales and building construction or improvements. Under the provisions of Proposition 2½, propeliy taxes may not exceed 2½ percent of their "full and fair cash value." This limit is known as the "levy ceiling." Additionally, annual levy increases may not exceed 2½ percent more than the previous year's levy limit plus the taxes from any new growth value. Any Proposition 2½ override or debt exclusion amounts approved on the Annual Election Ballot are also added to the levy limit. As the city's primary revenue source, FY2023 propeliy taxes are estimated at \$30,702,474.64 from \$30,441,934.63 in FY2022. The value of new growth is budgeted conservatively at \$10 million. A conservative approach is necessary because new growth revenue is derived from the value of new development and other growth in the tax base. The rate of this development is influenced and ultimately determined by economic factors in the private sector, outside of the city's control.

State Aid (Cherry Sheet)

State aid is Easthampton's second largest revenue source and represents approximately 19% of the General Fund budget. Together, state aid and local property taxes account for approximately 83% of the General Fund Operating budget. The FY2023 estimates are based upon the Governor's January FY2023 Budget Recommendation. The final amount of state aid will be known when the Massachusetts State Legislature passes a FY2023 budget.

Assessments

The state charges all municipalities for certain governmental services. These charges are called assessments and subtracted in advance from the amount of state aid provided to the city. This operation results in the net amount of money Easthampton receives in state funding for that fiscal year.

The total value of assessments is unknown when the city's budget is created; the city uses the Governor's Budget figures for the FY2023 budget. This budget proposal shows a net increase in State Aid of 2. 7% for 2023. State aid as a percentage of the budget has decreased over the past thirteen years, shifting the cost of operations to the local taxpayer. Even with an increase, Easthampton is receiving State Aid at levels comparable to the late 2000s. The Governor proposed increase of 2. 7% does not consider the effect of inflation over the past 13 years.

From FY2020 to FY2023 estimates, net state assessments for School Choice and Charter Sending Tuition have increased from \$1,642,272.00 to \$2,970,946.00. The School Choice assessment is offset by revenue from students choosing Easthampton public schools and reimbursements for students attending a Chatter School. Combined offsetting revenue in FY2010 was \$507,350.00 and in FY2023 \$993,915.00.

Education-related net assessments in FY2010 were \$1,137916.00, and in FY2023, \$1.792,562.00 offsetting revenue estimates in the negative. With the state's inequitable equations for School Choice payments, Charter Schools reimbursement rate, and Net State Aid Receipts, local taxes become more and more stretched to provide municipal services.

Departmental Receipts

The third most significant source of General Fund is Depai1mental Receipts, including a variety of city-based fees, permits, fines, licensing-related monies, and interest earned on investments or overdue tax bills. The total budgeted Departmental Receipts for FY2023 are estimated at \$3,302,879.34. The dramatic increase puts the city at pre-pandemic levels of collection. The single largest source of Departmental revenue remains motor vehicle excise tax collected by the state for the city's use. We have estimated excise tax at \$1.347,879.00, a projection closer to pre-pandemic trends.

Other Available Funds

The last category of city revenue is monies in various Special Revenue funds available for appropriation from prior years. Other sources of Available Funds in FY2023 include special revenue offsets in departmental budgets, such as \$2500.00 in the sale of Cemetery Sale Lots, \$2,500 from Parking receipts, \$100,000 from the Tax Rate Stabilization Fund, and \$23,316.00

from the Cannabis Stabilization Fund. Please note that the Cannabis Stabilization Fund represents the Host Community Agreement fees, not the 3% local tax in the General Fund budget.

In addition, there will be a transfer of \$3,310.00 from amortizable bond premiums. Amortizable bond premiums are funds received when bonds or notes issued for debt-excluded projects such as the public safety complex and schools. The total net premiums are allocated over the obligation term, held in reserve, and then transferred to offset the amount of the debt exclusion added to the tax rate.

Community Preservation Act Funds

Massachusetts General Law, Chapter 44B (CPA) allows communities to create a local Community Preservation fund for open space protection, historic preservation, affordable housing and outdoor recreation.

Easthampton adopted the Community Preservation in 2001. CPA monies are raised locally through the imposition of a surcharge of 3% of the tax levy against real property and a match from the state's Community Preservation Trust Fund. Given the state match, we project CPA revenue as \$785,00,000.00. This estimate also includes local revenue and a yet-to-be-set state match.

Enterprise Receipts

Water and Sewer services are operated as enterprise funds. Briefly, an enterprise fund as authorized under Massachusetts General Law, Chapter 44 §53F½ is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery - direct, indirect, and capital costs - are identified. This allows the community to recover total service costs through user fees if it chooses. In Easthampton, the Water and Sewer departments are fully independent, meaning they do not require a subsidy from the tax levy.

Part III: Budget Detail

FTE EMPLOYER SUMMARY

City of Easthampton Personnel Summary FY2020-FY2023

City Department	FY2020 FTE	FY2021 FTE	FY2022 FTE	FY2023 FTE
Mayor	3.23	3.23	3.23	2.00
Audit	1.73	1.73	1.73	1.88
Assessor	1.35	1.35	1.70	1.70
Treasurer	3.40	3.25	3.25	3.33
Technology	1.00	1.00	1.00	1.85
Legal		Con	tract	
Collector	1.70	1.70	1.70	1.70
Human Resources	2,45	2.45	1.48	1.73
City Clerk	1.73	1.73	1.73	1.73
Elections	0.60	0.71	0.71	
Planning	3.16	3.48	3.53	4.34
Building Operations	1.48	1.5	1.40	1.73
Police	27.86	27.86	27.86	28.97
Crossing Guards	1.56	1.56	1.56	2.25
Dispatch	6.50	7.13	6.56	8.00
Fire	28.88	28.88	32.88	32,94
Inspection Services	1.15	1.15	1.15	Per Inspection
Animal Control		Intermunicipa	al Agreement	
Education	238.91	234.51	235.02	
DPW Administration	2.58	2.58	2,70	2.70
Engineering	1.70	1.70	1.76	1.76
Highway	8.00	8.00	8.00	8.00
Motor Repair	2.00	2.00	2.00	2.00
Cemetary	1.55	1.55	1,55	2.00
Board of Health	1.38	1.26	2.59	4.89
Council on Aging	3.54	4.85	4.85	5.29
Veterans Services		Dist	rict	
Recreation	6.39	6.64	6.64	
Park	5.06	5.06	5.06	
Sewer	5.50	5.50	5.50	5.50
Wastewater	8,00	8.00	8.00	8.00
Water	6.50	6.50	6.50	7.00
Total City FTE's	378.89	375.86	380.76	

Section I: General Government

CITY COUNCIL

MAYOR AND CITY ATTORNEY

LICENSING

AUDITOR

ASSESSOR

TREASURER

TECHNOLOGY

COLLECTOR

HUMAN RESOURCES

CITY CLERK

ELECTIONS & REGISTRATION

PLANNING

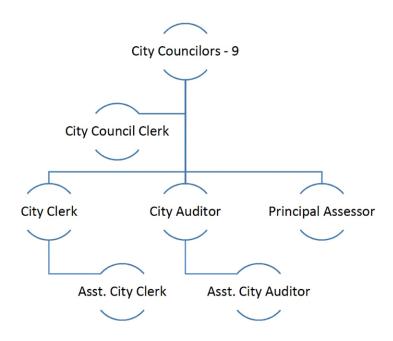
BUILDING OPERATIONS

CITY COUNCIL

Mission Statement

The City Council serves as the city's elected legislative branch in accordance with the Home Rule Charter.

Organizational Overview



Narrative

The City Council serves as the city's elected legislative branch in accordance with the Home Rule Charter.

As local elected officials, our job is to ensure that policies and actions throughout the year maintain the safety and well-being of all Easthampton residents. As a public body we were challenged to hold open and transparent City Council meetings and allow public access and commentary and continue the City's business, all remotely using video conferencing technology.

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Narrative (continued)

In keeping with its financial oversight of the executive branch as required by the City Charter, the City Council passed numerous Supplemental Appropriations and Interdepartmental Transfers.

The City Council review with fairness and transparency all appointment nominations made by the Mayor and by the City Council for multi-member boards and other roles defined by the charter for this process.

The City Council created a new space where the Fire department and the police department come to do qualierly repolis to maintain the community informed about these departments. This report included (new training, revenues, community events, equipment, data, and more).

Our goal is to encourage and increase public awareness of City Policies, decisions, programs, and all public processes and meetings review each supplemental appropriation and interdepartmental transfer presented to the Council and respond with fiscal prudence review the FY2023 budget presented by the Mayor and make fiscally sound and responsible changes or provide approvals as defined by the City Charter.

ACCOUNT		ACTUAL	ACTUAL	BUDGET	ADJUSTED	ACTUAL TO	
NO	ACCOUNT DESCRIPTION	2020	2021	2022	BUDGET 2022	DATE	REQUESTED 2023
001.1110.5111	COUNCIL SALARIES	35,999.64	35,666.31	36,250.00	36,250.00	21,041.46	36,500.00
001.1110.5113	PERMANENT, CLERICAL	3,090.00	3,315.00	3,240.00	3,240.00	<u>1,740.00</u>	3,240.00
тот	AL PERSONNEL EXPENSES	39,089.64	38,981.31	39,490.00	39,490.00	22,781.46	39,740.00
001.1110.5301	CITY COUNCIL ADVERTISIN	2,292.53	2,782.57	2,437.50	2,437.50	1,958.95	4,000.00
001.1110.5314	CITY COUNCIL TRAINING	0.00	<u>0.00</u>	0.00	0.00	0.00	900.00
TOTAL PURCH OF SVCS EXPENSES		2,292.53	2,782.57	2,437.50	2,437.50	1,958.95	4,900.00
	GRAND TOTAL	41,382.17	41,763.88	41,927.50	41,927.50	24,740.41	44,640.00

MAYOR AND CITY ATTORNEY

Mission Statement

The Easthampton Mayor is the city's highest-ranking official who performs administrative, political and ceremonial functions. The Mayor also serves on the School Committee and the School Building Committee. The Mayor defines good government as bringing community together, supporting a strong local economy, education system and public services. The Mayor is committed to resilient, sustainable growth based in equity, diversity and inclusion that affirms all voices.

Under this definition, good government obtains these goals by valuing and cultivating resident trust. Guided by high professional standards, policy and practice, the Mayor oversees, coordinates and administers the operation of city government to provide the highest possible level of service with transparency and accountability. The Mayor works closely with the City Council, city boards and committees; as well as the city's department heads, on economic development, fiscal forecasting and identifying resources to address foreseen and unforeseen challenges the city may face.

Organizational Overview



Narrative

The Easthampton Mayor is the city's highest-ranking official who performs administrative, political and ceremonial functions. The Mayor also serves on the School Committee and the School Building Committee. The Mayor defines good government as bringing community together, supporting a strong local economy, education system and public services. The Mayor is committed to resilient, sustainable growth based in equity, diversity and inclusion that affirms all voices.

Narrative (continued)

Under this definition, good government obtains these goals by valuing and cultivating resident trust. Guided by high professional standards, policy and practice, the Mayor oversees, coordinates and administers the operation of city government to provide the highest possible level of service with transparency and accountability. The Mayor works closely with the City Council, city boards, committees and city leadership on economic development, infrastructure, fiscal forecasting and identifying resources to address foreseen and unforeseen city operational challenges.

Programs, services, accomplishments

Infrastructure Grants

- 12.5 million awarded in infrastructure grants

• Economic Development

- Inclusive Procurement Grant from City Innovative Ecosystem program
- Coalition for Community Empowerment with state-wide organizations
- People's Institute for Survival and Beyond "Undoing Racism" workshops & debriefs

Transparency

- Launched city-wide text and email service for public meeting agendas and nonemergency city events
- Evolution to more Community Policing from School Resource Officers
- Piloting clinical co-response model in police department

Technology

- Formed Municipal Light Plant for city fiber network
- Created IT Director position, consolidated city IT

	GRAND TOTAL	126,312.92	137,469.06	155,196.30	153,921.72	84,717.76	145,349.20
	TOTAL TORONTOL OVO	20.40	3,233.00	0,130.00	7,000.00	3,230.00	ψ+,000.00
	TOTAL PURCH OF SVC			6.196.00	4,300.00	3,238.00	\$4,650.00
001.1210.5730	DUES AND MEMBERSH	0.00	3,174.00	5,896.00	4,000.00	3,238.00	\$4,000.00
001.1210.5710	IN STATE TRAVEL	28.45	0.00	0.00	0.00	0.00	\$150.00
001.1210.5314	EDUCATION & TRAINING	0.00	85.00	300.00	300.00	0.00	\$500.00
	TOTAL PERSONNEL EX	126,284.47	134,210.06	149,000.30	149,621.72	81,479.76	140,699.20
001.1210.5113	CLERICAL SALARY	51,284.61	59,210.20	70,500.30	71,121.72	34,787.52	57,699.20
001.1210.5111	SALARY	74,999.86	74,999.86	78,500.00	78,500.00	46,692.24	83,000.00
ACCOUNT NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	BUDGET 2022	BUDGET 2022	ACTUAL TO DATE	Proposed FY23
				ORIGINAL	ADJUSTED		

				ORIGINAL	ADJUSTED		
		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL TO	REQUESTED
ACCOUNT NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	DATE	2023
001.1510.5305	CITY COUNCIL ATTY - PROF SVCS						10,000.00
001.1510.5319	CITY ATTY-PROF SERVICES	79,205.89	77,942.45	50,000.00	50,000.00	35,047.54	50,000.00
	GRAND TOTAL	0.00	0.00	0.00	0.00	0.00	60.000.00

LICENSING

Mission Statement

To ensure all businesses are licensed accordingly on the state and local level

Organizational Overview



Narrative

The main goal of the licensing department is to ensure all businesses and outdoor events requiring a liquor license or outdoor entertainment receive one and that it is processed in a timely manner in conjunction with state and local regulations. The Local Licensing Authority (LLA) also licenses all Class I and Class II car dealerships.

The LLA continues to advocate to change legislative policies so that any legislative liquor licenses moving forward are no longer attached to the establishment. It is found that once a legislative license is attached to an establishment, it is often left unused for years, yet nobody else has access to it. Not attaching further legislative licenses will free up the amount being held and not used. Another requested legislative change will be to continue to-go sales of alcohol for restaurants as we saw this help businesses exponentially during the pandemic and it proved to be an effective means of sales.

Budget

				ORIGINAL	ADJUSTED		
ACCOUNT				BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023
001.1220.5314	EDUCATION & TRAINING	0.00	0.00	100.00	100.00	0.00	100.00
001.1220.5710	IN STATE TRAVEL	0.00	0.00	0.00	0.00	0.00	100.00
001.1220.5730	DUES AND MEMBERSHIF	0.00	0.00	100.00	100.00	0.00	100.00
	TOTAL PURCH OF SVCS	0.00	0.00	200.00	200.00	0.00	\$300.00
	GRAND TOTAL	0.00	0.00	200.00	200.00	0.00	\$300.00

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AUDITOR

Mission Statement

The mission of the City Auditor's Office is to ensure that financial transactions and activities are carried out in accordance with all applicable federal, state and local laws, ordinances and regulations. In addition, the City Auditor's Office works to implement professional accounting and financial management standards established by the Government Accounting Standards Board (GASB) and in accordance with Generally Accepted Accounting Principles (GAAP). Financial records are to be accurate and reporting and reconciliations are to be done in a timely manner.

The City Auditor approves contracts, expenditures, supplemental appropriations, and transfers for availability of funds to keep the city in a fiscally sound state. All revenue is to be recorded in the proper category and reconciled with the departmental records monthly. All expenditures are approved for compliance with MGL and proper documentation and are monthly reconciled with city departments.

The City Auditor's Office also provides financial assistance and guidance to city departments, personnel, City Council, and Mayor covering a wide range of financial activities and budgeting to achieve sound financial practices and proper internal controls.

The City Auditor serves as ex-officio Auditor to the Easthampton Retirement Board with the goal of maintaining a viable system to fund city retirement. The Auditor complies with state mandated retirement education and files an annual financial disclosure to keep up with ever changing regulations.

Organizational Overview



Narrative

The City Auditor's Office ensures that financial transactions and activities are carried out in accordance with all applicable federal, state and local laws, ordinances and regulations. In addition, the City Auditor's Office works to implement professional accounting and financial management standards established by the Government Accounting Standards Board (GASB) and in accordance with Generally Accepted Accounting Principles (GAAP). Financial records are to be accurate and reporting and reconciliations are to be done in a timely manner.

The Auditor along with the Assistant Auditor is appointed by the City Council. The Auditor's Office must also work very closely with the Treasurer's Office, Tax Collector's Office and the Assessor's Office.

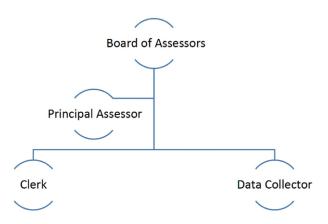
				ORIGINAL	ADJUSTED		
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	DATE	2023
001.1350.5111	SALARY	71,315.48	66,853.54	76,356.00	77,093.10	40,285.09	91,949.76
001.1350.5113	ASST. SALARY	41,199.69	40,792.33	42,484.00	42,908.32	22,981.36	45,543.68
	TOTAL PERSONNEL EXPENSES	112,515.17	107,645.87	118,840.00	120,001.42	63,266.45	137,493.44
001.1350.5314	EDUCATION & TRAINING	0.00	160.00	1,000.00	1,000.00	230.00	1,735.00
001.1350.5319	MISC PROF & TECH SERV	0.00	1,369.18	0.00	0.00	0.00	0.00
001.1350.5710	IN STATE TRAVEL	109.50	87.80	97.50	97.50	730.55	1,151.00
001.1350.5730	DUES & MEMBERSHIP	0.00	195.00	190.12	190.12	90.00	195.00
001.1350.5732	FINANCIAL AUDIT	22,500.00	24,000.00	24,000.00	24,000.00	0.00	25,000.00
001.1350.5733	AUDIT - GASB 68	4,500.00	4,500.00	4,500.00	4,500.00	0.00	4,500.00
	TOTAL PURCH OF SVCS EXPENSES	27,109.50	30,311.98	29,787.62	29,787.62	1,050.55	32,581.00
	GRAND TOTAL	139,624.67	137,957.85	148,627.62	149,789.04	64,317.00	170,074.44

ASSESSOR

Mission Statement

To establish fair and equitable ad valorem taxable values of real and personal property that are available to support a high-level quality of life for public safety, schools, public works, recreation and other essential services that local residents expect, while maintaining positive relations with property owners and professional standards that meet or exceed Massachusetts Department of Revenue certification requirements through open, transparent policies and continuing education.

Organizational Overview



Accomplishments

- Overseeing the update of values with the Department of Revenue and the 10-year Cyclical Inspection Program with cyclical inspections, building permit inspections, and sales inspections.
- Increased Property Tax and Personal Property revenue with more on-site inspections and collaboration with Building Commissioner.
- Collaborated with the City Council and Council of Aging and Enrichment in the roll out of the Senior Tax Work Program.

Trends

- Market trends show a steady increase in assessed values. The city's overall value for FY2022 is
- \$1,970,000,000 as compared to FY2021 \$1,736,765,076, FY2020 \$1,686,077,195 and FY2019
- \$1,600,550,849.

				ORIGINAL	ADJUSTED			
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	REQUESTE	
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	TO DATE	D 2023	
001.1410.511	PRINCIPAL ASSESSOR FULL TI	59,187.91	56,145.89	64,483.00	65,132.74	35,744.62	69,111.12	
001.1410.5113	ADMIN ASST SALARIES	24,128.55	37,862.13	42,633.45	43,057.77	23,630.85	47,850.92	
001.1410.511	ASSESSORS STIPENDS	2,700.00	2,625.00	2,700.00	2,700.00	1,575.00	2,700.00	
001.1410.5117	ASSESSORS PART-TIME	0.00	0.00	0.00	0.00	0.00	6,000.00	Data Collector
	TOTAL PERSONNEL EXPENSES	86,016.46	96,633.02	109,816.45	110,890.51	60,950.47	125,662.04	
								\$1,500 for Assessor's
								School, \$600 for Office
								Manager (101 is free, 102
001.1410.5314	EDUC. & TRAINING	0.00	0.00	1,500.00	1,500.00	174.00	2,100.00	Class)
001.1410.5319	PROF & TECH SERVICES	19,400.00	2,720.00	10,000.00	10,000.00	6,880.00	10,300.00	
001.1410.551	BOOKS,PERIODICALS	0.00	0.00	0.00	0.00	131.51	150.00	
001.1410.5710	IN STATE TRAVEL	34.60	0.00	0.00	0.00	0.00	200.00	
001.1410.5730	DUES & MEMBERSHIP	0.00	290.00	290.00	290.00	352.50	400.00	
тот	AL PURCH OF SVCS EXPENSES	19,434.60	3,010.00	11,790.00	11,790.00	7,538.01	13,150.00	
	GRAND TOTAL	105,451.06	99,643.02	121,606.45	122,680.51	68,488.48	138,812.04	

TREASURER

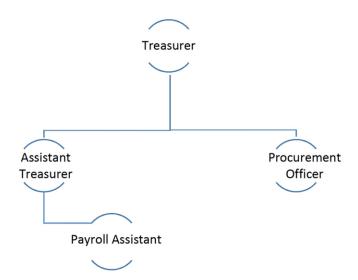
Mission Statement

The mission of the Treasurer's Office is the financial management and distribution of City funds in accordance with Massachusetts General Laws and the city's financial policies. The Treasurer serves as the City's banker and is responsible for reconciling bank accounts, managing payment warrants, long and short-term investments, long and short-term borrowing, payroll processing, and income tax reporting.

The Treasurer's Office provides financial management assistance to city departments and city personnel covering a wide range of financial activities including budget administration, revenue forecasts, procurement, and contract administration. The Office partners with the Personnel Department (Human Resources) to manage employee payroll and benefits administration. The Treasurer also coordinates the City's budget process and capital improvement planning process.

The Treasurer's Office includes the Procurement Officer and the City's Central Purchasing office which shares the responsibility of expending public funds in a manner that meets all requirements of state and local procurement laws and regulations. The Procurement Officer provides guidance and administrative support to City Departments safeguarding the public trust and the interests of the City taxpayers.

Organizational Overview



Accomplishments

- Filed year end expenditure reports on CARES, FEMA and ARPA with the State and Federal governments
- Managed \$2,100,000 million in ARPA of funding, including expense approval, tracking, and annual reporting across all departments
- Project manager on all COVID-19 related funds including the addition of ARPA dollars

Trends

In preparing city budget financial projections, a revenue driven model is used, based on real estate taxes, local receipts and state aid. Assuming current trends hold steady, the city is becoming increasingly dependent on real-estate tax revenue to suppoli growth. Local receipts and net local aid are increasing but not keeping up with inflation. The City continues to evaluate modernization, efficiencies and additional self - serve options for residents.

The Treasury successfully continues to provide financial management and procurement assistance to all depa1iments. To the city's betterment, procurement process improvement is ensuring the best price reasonably available using best business practices with open and fair competition under federal, state and local laws. The department has and continues to closely monitor interest rates and strategically manage bank accounts and debt based on the financial environment.

				ORIGINAL	ADJUSTED		
		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	REQUESTE
ACCOUNT NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	TO DATE	D 2023
001.1450.5111	SALARY	51,125.23	74,218.24	76,038.54	76,804.79	42,146.65	87,180.32
001.1450.5113	ASST SALARY	160,644.44	49,275.44	48,693.87	39,178.48	27,259.24	47,850.92
001.1450.5114	PROCUREMENT OFFICER	0.00	52,876.97	53,543.71	54,076.59	29,974.23	55,974.88
001.1450.5121	TREAS_ ADMIN & CLERKS	74,421.71	34,538.85	35,109.90	26,903.18	11,640.74	33,598.50
001.1450.5141	LONGEVITY	500.00	100.00	100.00	100.00	0.00	0.00
	TOTAL PERSONNEL EXPENSES	286,691.38	211,009.50	213,486.02	197,063.04	111,020.86	224,604.62
001.1450.5301	ADVERTISING	72.00	777.68	350.00	350.00	0.00	350.00
001.1450.5307	RECORDING DEEDS	1,335.00	0.00	0.00	0.00	0.00	0.00
001.1450.5312	CITY PAYROLL PROCESSING	13,080.69	12,342.38	13,200.00	13,200.00	7,220.05	13,400.00
001.1450.5313	SCHOOL PAYROLL PROCESSING	15,353.70	13,023.81	13,200.00	13,200.00	7,248.70	13,400.00
001.1450.5314	EDUC. & TRAINING	0.00	190.00	500.00	500.00	190.00	1,000.00
001.1450.5315	TAX TITLE-TAKING	13,419.00	2,899.25	3,000.00	3,000.00	525.00	3,000.00
001.1450.5319	PROF SERVICES	15,934.20	2,377.00	1,200.00	19,700.00	203.00	1,400.00
001.1450.5342	POSTAGE	11,042.45	0.00	0.00	0.00	0.00	0.00
001.1450.5710	IN STATE TRAVEL	397.66	0.00	100.00	100.00	0.00	500.00
001.1450.5730	DUES & MEMBERSHIPS	0.00	290.00	300.00	300.00	390.00	400.00
001.1450.5742	INSURANCE	1,401.00	1,580.00	1,600.00	1,600.00	572.00	1,500.00
001.1450.5911	TAX REFUND INTEREST	0.00	366.46	0.00	0.00	71.56	0.00
	TOTAL PURCH OF SVCS EXPENSES	72,035.70	33,846.58	33,450.00	51,950.00	16,420.31	34,950.00
	GRAND TOTAL	358,727.08	244,856.08	246,936.02	249,013.04	127,441.17	259,554.62

CENTRAL PURCHASING

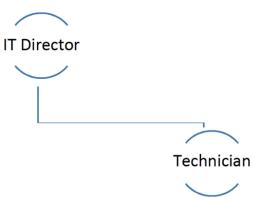
ACCOUNT NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL BUDGET 202:)	RIGINAL BUDGET FY 2	ADJUSTED FY22	CTUAL TO DATE FY2	REQUESTED 2023	
001.1380.5319	MISCELLANEOUS PROF & TECH SE	636.52	533.09	1,425.00	1,425.00	0.00	1,465.00	
001.1380.5342	POSTAGE	18,271.54	16,531.35	15,031.00	16,431.00	11,147.26	15,490.00	
001.1380.5421	GENERAL OFFICE SUPPLIES	6,758.69	0.00	0.00	0.00	0.00	0.00	
001.1380.542	FORMS & SUPPLIES	1,732.91	1,882.85	1,875.00	1,875.00	751.15	5,000.00	Moved from I
001.1380.5441	COUNCIL OFFICE SUPPLIES	0.00	0.00	215.00	215.00	162.00	215.00	
001.1380.5442	MAYOR OFFICE SUPPLIES	0.00	259.81	150.00	150.00	258.16	275.00	
001.1380.5443	AUDIT OFFICE SUPPLIES	0.00	261.19	750.00	750.00	670.05	750.00	
001.1380.5444	TECHNOLOGY OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	400.00	
001.1380.5449	ASSESSOR OFFICE SUPPLIES	0.00	345.00	365.00	365.00	0.00	365.00	
001.1380.5446	TREASURER OFFICE SUPPLIES	0.00	831.83	365.00	365.00	252.72	365.63	
001.1380.5447	COLLECTOR OFFICE SUPPLIES	0.00	230.82	525.00	525.00	72.76	525.00	
001.1380.5448	HUMAN RESOURCES OFFICE SUPP	0.00	306.40	410.00	410.00	293.69	410.00	
001.1380.5449	CLERK OFFICE SUPPLIES	0.00	230.46	750.00	750.00	81.96	750.00	
001.1380.5451	ELECTION AND REG OFFICE SUPPL	0.00	847.16	225.00	225.00	160.31	225.00	
001.1380.5452	PLANNING OFFICE SUPPLIES	0.00	0.00	300.00	300.00	201.10	300.00	
001.1380.545	INSPECTION OFFICE SUPPLIES	0.00	0.00	600.00	600.00	45.18	600.00	
001.1380.5454	DPW ADMIN. OFFICE SUPPLIES	0.00	721.06	1,700.00	1,700.00	414.47	1,400.00	
001.1380.545	ENGINEER OFFICE SUPPLIES	0.00	0.00	375.00	375.00	109.20	375.00	
001.1380.5456	BOH OFFICE SUPPLIES	0.00	820.96	300.00	300.00	587.50	300.00	
001.1380.5457	COA OFFICE SUPPLIES	0.00	463.86	1,200.00	1,200.00	123.81	1,100.00	
001.1380.5458	RECREATION OFFICE SUPPLIES	0.00	87.83	560.00	560.00	762.80	560.00	
001.1380.5459	BULK PAPER SUPPLY	0.00	0.00	0.00	0.00	0.00	2,500.00	Moved from
001.1380.5460	LICENSING OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	275.00	
	TOTAL	27,399.66	24,353.67	27,121.00	28,521.00	16,094.12	33,645.63	
001.1451.5423	FORMS & SUPPLIES	4,260.46	837.00	4,500.00	4,500.00	4,976.79	4,635.00	Moved from IT
		FY20 < 25%	36161 X .25 = 9040.25					
	36161 - 27121 = 9040							
		FY23 > 1 - 2 -3 %	4			to date 02/2022		
		F123 / 1 - 2 - 3 7	О			10 date 02/2022		

TECHNOLOGY

Mission Statement

The Technology Department provides technological services to the City of Easthampton through thoughtful planning, fiscal responsibility, and problem solving, resulting in an organization which continuously improves its technology tools to better serve the departments who can in turn, better serve the City of Easthampton.

Organizational Overview



Narrative

Continue to develop a system wide inventory to allow for an accurate view of the city's computers and status. This information helps us meet modern security and data backup requirements.

Strategic Initiatives

- Strengthen cybersecurity posture by adhering to State baseline standards.
- Replacement of an aging infrastructure is underway with a new data center. In order to
 improve performance, security and functionality, software applications are being updated
 across departments with the goal of increasing transparency and improving service to
 residents.
- The integration of Google Workspace for Government continues. The goal is to continue digitize workflows, eliminate paper-based processes, and increase efficiencies.
- Balancing investment and cost recovery, city-wide systems are being modernized, kept onpremises and/or moved to the cloud.
- Help desk support for all departments has been streamlined with a ticketing system.

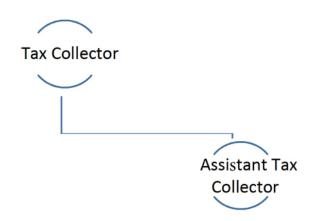
NO	ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	D 2023		
001.1451.511	1SALARIES	0.00	1,815.65	0.00	387.90	20,886.88	104,613.76		
001.1451.511	SALARY FULL TIME, PERMANENT,F	65,326.44	51,027.76	65,664.00	66,290.91	35,444.64	41,256.28		
001.1451.5117	7 COMPUTER STIPEND	0.00	9,692.20	2,000.00	2,000.00	1,387.50	0.00		
	TOTAL PERSONNEL EXPENSES	65,326.44	62,535.61	67,664.00	68,678.81	57,719.02	145,870.04		
	CSOFTWARE YEARLY MAINTENANC	0.00	0.00	0.00	0.00	0.00		Engineering Software	
	2 EQUIPMENT	7,477.78	17,664.95	12,178.00	12,178.00	7,674.46		and 25% from ARPA, \$500	
	3RADIOS,TELEPHONES,OTHER COM		0.00	0.00	0.00	0.00	*	Police, Dispatch and Fire Radio	
	4 EDUC & TRAINING	0.00	0.00	500.00	500.00	0.00	1,000.00		
	SOFTWARE LICENSES	105,158.72	145,406.11	170,190.00	170,190.00	139,741.99	0.00		
001.1451.534	1TELEPHONE	21,228.49	24,662.71	18,500.00	18,500.00	13,378.22	49,608.00		
001.1451.542	FORMS & SUPPLIES	4,260.46	837.00	4,500.00	4,500.00	4,976.79	0.00	\$4,635.00	
001.1451.571	TRAVEL	0.00	0.00	40.00	40.00	0.00	800.00		
001.1451.573	DUES AND MEMBERSHIPS	0.00	0.00	0.00	0.00	500.00	500.00		
001.1451.585	1COMPUTERS & PERIPHERALS	0.00	11,930.92	6,400.00	6,400.00	0.00	6,592.00		
-	TOTAL PURCH OF SVCS EXPENSES	138,125.45	200,501.69	212,308.00	212,308.00	166,271.46	344,441.50		
	GRAND TOTAL	203.451.89	263.037.30	279,972.00	280 986 81	223,990.48	490,311.54		
	0.02	200,101100	200,0000	,	200,000.01		,		
Niekee									
Notes	PADIOS TELEBUIONE OTUES	20.252.22	20,400,00	22 000 22	22 000 00	44.070.07	45000	, DD	All leaders at in IT Door
Notes	RADIOS, TELEPHONE, OTHER	38,353.09	29,100.83	22,000.00	22,000.00	,	15000		All Included in IT Bud
001.2200.5243 RADIO, TEL. & OTHER		16,667.66	15,134.76	15,000.00	15,000.00	•	15,000.00		All Included in IT Bud
001.4110.5303 COMPUTER SERVICES		0.00	0.00	7,500.00	7,500.00	0.00		Engineering	All Included in IT Bud
001.2170.5243 RADIOS, TELEPHONES, OTHER COM			1,240.83	300.00	300.00	889.23	1,000.00	•	All Included in IT Bud
001.2100.5249 MISC MACHINES & EQUIP		450.00	360.00	3,500.00	3,500.00	198.00		PD-Copier Contract	All Included in IT Bud
001.5410.531	PROF. SERVICE	2,435.72	2,449.14	2,700.00	2,700.00	1,748.55	500.00	COA- Copier Contract	All Included in IT Bude

COLLECTOR

Mission Statement

The mission of the Collector's office is to do all billing and collections of real estate, personal property, motor vehicle, excise taxes, and water and sewer, fire main connections, and MLC's.

Organizational Overview



Narrative

Manage and enter all payments collected by Deputy Collector's office for personal property and motor vehicle bills that have gone to warrant.

- Collection and posting of payments.
- Mail approximately 53,276 bills a year
- Process approximately 495 Municipal lien certificates a year
- Collecting of Fire main connections
- Online payment services.
- Refund processing for overpayments and abatements.
- Customer service at counter and on phone and through emails.
- Tax title process for delinquent taxpayers.
- Bank deposits.
- Daily balancing of cash/checks.
- Monthly balancing with the Auditor's office.

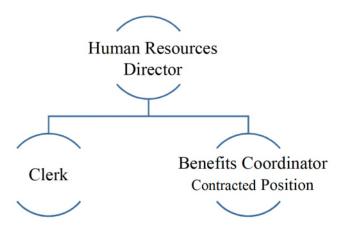
				ORIGINAL	ADJUSTED		
ACCOUNT				BUDGET	BUDGET	ACTUAL TO	REQUESTE
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	D 2023
001.1460.5111	TAX COLL SALARY	0.00	62,128.30	63,961.10	64,605.54	35,755.20	\$ 72,577.44
001.1460.5113	ASST SALARY	0.00	41,586.71	42,635.45	43,074.27	24,339.06	\$ 49,430.16
001.1460.5141	LONGEVITY	0.00	500.00	500.00	500.00	0.00	600.00
	TOTAL PERSONNEL EXP	0.00	104,215.01	107,096.55	108,179.81	60,094.26	122,607.60
001.1460.5301	ADVERTISING	0.00	0.00	1,435.00	1,435.00	0.00	1,435.00
001.1460.5307	RECORDING DEEDS	0.00	945.00	945.00	945.00	210.00	973.35
001.1460.5314	EDUCATION AND TRAININ	0.00	0.00	0.00	0.00	0.00	300.00
001.1460.5319	PROF SERVICES	0.00	3,778.20	6,000.00	6,000.00	1,888.50	4,200.00
001.1460.5342	POSTAGE	0.00	12,874.75	12,300.00	12,300.00	3,822.64	14,100.00
001.1460.5421	OFFICE SUPPLIES	0.00	2,015.00	3,300.00	3,300.00	1,697.00	3,217.00
001.1460.5710	IN- STATE TRAVEL	0.00	0.00	0.00	0.00	0.00	500.00
001.1460.5730	DUES AND MEMBERSHIP	0.00	100.00	100.00	100.00	100.00	200.00
001.1460.5741	SAFETY DEP BONDS	0.00	385.00	325.00	325.00	205.00	460.00
	TOTAL PURCH OF SVCS	0.00	20,097.95	24,405.00	24,405.00	7,923.14	25,385.35
	GRAND TOTAL	0.00	124,312.96	131,501.55	132,584.81	68,017.40	147,992.95
	GRAND TOTAL	0.00	228,527.97	238,598.10	240,764.62	128,111.66	270,600.55

HUMAN RESOURCES

Mission Statement

It is the mission the Human Resources Department to develop and maintain valuable policies, resources, and programs that allow our employees a stable and fair work environment. We aim to attract, develop, and retain a diverse and skilled workforce, while offering opportunities for professional and personal growth. Our department also works to increase both community and municipal engagement for employees, to help build enthusiasm, employee commitment, and moral.

Organizational Overview



Narrative

The Department of Human Resources' mission is to offer support and direction to city departments through valuable policies, resources, and programs. Human Resources works to develop and retain a knowledgeable, inclusive, and effective workforce to best meet the needs of the City and its residents. The department strives to offer opportunities for both professional and personal growth and development. It is the responsibility of the department to administer employee benefits and coordinate workforce training. Human Resources works to ensure compliance with federal and state laws and aims to foster an environment of diversity, commitment, and professionalism.

				ORIGINAL	ADJUSTED			
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	Actual	
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	TO DATE	Requested	
001.1520.5111	DIRECTOR SALARY	75,941.41	65,576.89	75,194.00	75,951.67	41,681.59	80,589.60	
001.1520.5113	FULL-TIME, PERM CLERICAL	43,801.53	<u>17,751.79</u>	25,950.00	<u>26,211.46</u>	14,585.68	39,399.88	
	TOTAL PERSONNEL EXPENSES	119,742.94	83,328.68	101,144.00	102,163.13	56,267.27	119,989.48	
001.1520.5301	ADVERTISING	266.40	825.00	1,000.00	1,000.00	75.00	1,000.00	
001.1520.5314	EDUCATION & TRAINING	0.00	1,529.80	2,000.00	2,000.00	669.00	2,000.00	
001.1520.5319	PROF SERVICES	1,141.92	7,161.00	6,000.00	6,000.00	2,537.00	7,000.00	
001.1520.5710	IN STATE TRAVEL	166.90	0.00	250.00	250.00	0.00	200.00	
001.1520.5739	ACTUARIAL STUDY	0.00	0.00	2,000.00	2,000.00	0.00	100.00	Placeholding
	TOTAL PURCH OF SVCS EXPEN	1,575.22	9,515.80	11,250.00	11,250.00	3,281.00	10,300.00	
	GRAND TOTAL	121,318.16	92,844.48	112,394.00	113,413.13	59,548.27	130,289.48	

CITY CLERK

Mission Statement

The city's Home Rule Charter defines the duties of the City Clerk, and his/her office as follows: "The city council shall elect a city clerk to serve for a term of three years and until a successor is chosen and qualified. The city clerk shall, with the approval of the city council, appoint an assistant city clerk to serve conterminously with the city clerk. The city clerk shall be the keeper of vital statistics for the city; the custodian of the city seal; shall administer the oath of office to all persons, elected or appointed, to any city office; shall issue such licenses and permits as are required by law to be issued by city clerks; supervise and manage the conduct of all elections and all other matters relating to elections; may, if so designated by the city council, be the clerk of the city council, keep its records and give notice of all of its meetings to its members and the public. The city clerk shall have such other powers and duties as are given to municipal clerks by general law, by this charter, by ordinance, or by other vote of the city council."

Organizational Overview



Narrative

The City Clerk's Office is the official record keeper for the City of Easthampton. The clerk's office issues, records, maintains and ensures the safekeeping and preservation of the city's vital records (birth, death and marriage), town meeting and city council records and other licenses and permits as outlined by state law. The office also serves as the city's burial agent which allows for the timely issuance of death certificates. In addition, the office also issues business certificates, dog licenses, tag sale permits and raffle licenses. The office issues hunting and fishing licenses through an on-line portal. In accordance with the Open Meeting Law, the office posts agendas and minutes of

public meetings for the city's boards and committees on the city's website. The City Clerk also serves as the Public Records Access Officer and coordinates public records requests through referrals to other city departments. In general, the office strives to provide professional customer service to the citizens of Easthampton in an accurate, timely and courteous manner.

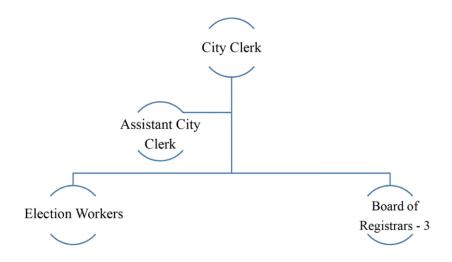
				ORIGINAL	ADJUSTED		
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	REQUESTE
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	TO DATE	D 2023
001.1610.5111	CLERK SALARY	68,273.54	69,033.04	68,875.00	69,560.41	39,054.42	72,017.40
001.1610.5113	ASST CLERK SALARY	48,491.68	48,693.87	48,695.00	49,179.61	27,659.24	50,918.40
001.1610.5141	LONGEVITY	800.00	900.00	900.00	900.00	900.00	900.00
Т	OTAL PERSONNEL EXPENSES	117,565.22	118,626.91	118,470.00	119,640.02	67,613.66	123,835.80
001.1610.5302	BINDING RECORDS	12.99	0.00	0.00	0.00	0.00	0.00
001.1610.5319	MISC PROF & TECH SERV	0.00	0.00	86.00	86.00	0.00	80.00
001.1610.5425	PRINTING	126.00	126.00	130.00	130.00	140.00	140.00
001.1610.5599	CITY CLK-DOG LICENSES	281.12	282.13	300.00	300.00	212.24	300.00
001.1610.5710	CITY CLK-IN STATE TRAVEL	618.61	470.46	800.00	800.00	225.00	852.88
001.1610.5730	CITY CLK-DUES & MEMBERSH	0.00	320.00	320.00	320.00	320.00	320.00
001.1610.5741	CITY CLK-SAFE DEPOSIT BON	250.00	260.00	260.00	260.00	260.00	260.00
	TOTAL PURCH OF SVCS EXPE	1,288.72	1,458.59	1,896.00	1,896.00	1,157.24	1,952.88
	GRAND TOTAL	118,853.94	120,085.50	120,366.00	121,536.02	68,770.90	125,788.68

ELECTIONS & REGISTRATION

Mission Statement

The mission of the Elections Department is to administer all elections in accordance with the laws of the Commonwealth of Massachusetts. This includes voter registration, absentee voting, and early voting for state elections.

Organizational Overview



Narrative

All elections in the city are coordinated and organized by the City Clerk's office, under the technical guidance and support of the Massachusetts Secretary of State's Election Division. In accordance with state law, the clerk's office also conducts the annual census and from the census prints the annual street listing. Elections in the Commonwealth continue to be in a state of flux, with many decisions yet to be made by the state legislature before the fall, 2022 elections. Because of these uncertainties, FY '23 budget plans will be made using "best guesses" particularly in terms of early voting and by-mail voting.

• The November, 2021 City Election was the first Ranked Choice Voting election to be held in Easthampton. Because the race for Mayor featured three candidates and one declared write-in, Ranked Choice Voting was used. There were no races for District Councilor, so standard plurality voting was used for those positions. Mayor Nicole LaChapelle won the election with a 66% majority, so ranking beyond the first choice was not necessary. Still, the process went well.

- The number of ballots cast at the November, 2021 City Election was 4.178 or 34%. This compares with 4,195 (35%) at the November, 2019 city election and 5,054 (43%) at the November, 2017 city election.
- The total number of registered voters as of the 2021 City Election was 12.587. This compares with 12,234 for the 2019 city election and 12,846 for the 2020 state election. This up and down trend is not unusual. It should be noted that Massachusetts now has "automatic voter registration" (for transactions at the Registry of Motor Vehicles and other state health agencies). Residents must "opt out" if they do not wish to be registered to vote.
- The number of early by-mail ballots cast at the Nov., 2021 election was 564. This compares with 7,655 early ballots cast (in-person and by-mail) at the Nov., 2020 election. In drastic comparison, only 114 absentee ballots were cast at the Nov., 2019 city election (before no excuse by-mail early voting).
- Precinct changes were approved and became effective as of December 31, 2021: Based on the 2020 Federal census numbers, changes in precinct lines were proposed and voted by the City Council and were then subsequently approved by the state elections division. Precincts 1, 2, 3 and 4 will be affected by precinct line changes. No changes were made to Precinct #5. All addresses in new precincts will be notified in writing of the new precinct prior to the September 6th State Primary.

				ORIGINAL	ADJUSTED		
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	2023
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	TO DATE	Proposed
001.1620.5113	ELEC & REG-CLERICAL	599.63	600.00	600.00	600.00	300.00	600.00
001.1620.5115	ELEC & REG-REGULAR	525.00	525.00	525.00	525.00	262.50	525.00
001.1620.5124	ELEC & REG-OTHER POSITIONS	22,950.12	18,060.99	8,000.00	8,000.00	7,891.43	26,900.00
	TOTAL PERSONNEL EXPENSES	24,074.75	19,185.99	9,125.00	9,125.00	8,453.93	28,025.00
001.1620.5249	ELEC & REG-MISC MACH & EQUIF	5,879.03	8,361.62	0.00	0.00	0.00	0.00
001.1620.5303	ELEC & REG-COMPUTER SERVIC	3,742.79	2,000.00	3,000.00	3,000.00	1,616.01	2,250.00
001.1620.5319	ELEC & REG-MISC PROF & TECH	5,622.54	7,116.97	16,400.00	16,400.00	10,372.44	8,900.00
001.1620.5425	ELEC & REG-PRINTING SUPPLIES	344.00	<u>565.00</u>	<u>1,150.00</u>	<u>1,150.00</u>	215.00	700.00
ТО	TAL PURCH OF SVCS EXPENSES	15,588.36	18,043.59	20,550.00	20,550.00	12,203.45	11,850.00
	GRAND TOTAL	39,663.11	37,229.58	29,675.00	29,675.00	20,657.38	39,875.00

PLANNING

Mission Statement

The Planning Department serves to provide these primary functions:

Provide staff support to various permitting and advisory committees, including but not limited to the Planning Board, Conservation Commission, Zoning Board of Appeals, Community Preservation Act Committee, Affordable and Fair Housing Partnership, Easthampton Development and Industrial Commission, Easthampton City Arts Coordinating Committee, and the Commission on Disability

Administer the land use process for development within the City, including but not limited to: all statutory requirements under Chapter 40A, meeting with project applicants, neighbors, and developers, coordinating departmental review and administration of projects, scheduling public hearings, drafting decisions, and managing performance guarantees for the completion of approved projects.

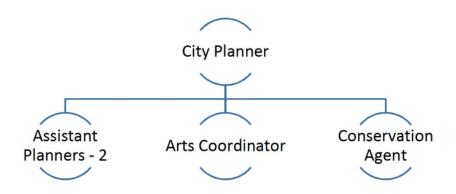
Administer grant and funding programs including, but not limited to: The Community Development Block Grants (CDBG), Community Preservation Act (CPA) funds, MassWorks, PARC, and other contracted project agreements.

Promote and support the City's sustainable growth initiatives to reduce burdens on the city's financial capacity, infrastructure, wildlife and natural resources.

Support and enhance resident's quality of life including through the preservation of open space and fostering a strong arts and cultural activities.

Conduct necessary long-range community land use planning efforts including visioning, master planning, strategic planning and resource-based planning.

Organizational Overview



Narrative

The primary function of the Planning Department is to manage the regulatory process for development proposals and to help establish and accomplish the long-term vision of the City of Easthampton.

- During FY22, the Planning Department secured over \$4.2 million in new grants, including the following:
 - \$1.875 million -MassDOT Safe Routes to School for Park St sidewalks
 - \$900,000 CDBG for 9 town COVID 19 microbusiness enterprise program
 - \$800,000 CDBG for water and sewer replacement on Cherry Street
 - \$375,000 CDBG for New City Planning Study
 - \$245,412 LAND Grant to preserve 5.5 acres on Reservation Road
 - \$30,000 Collaborative for Educational Services for ECA's Youth Art Initiative
 - \$16,000 MassDOT Shared Streets and Spaces for City Hall spot lot
 - \$15,000 Mass Historic for Main Street inventory
 - \$15,000 Mass Green Communities for two EV Tesla police cruisers
 - \$7,500 Massachusetts Cultural Council grant for public art on Cottage Street
- During the same time period, the Planning Department also supported a wide range of other projects including:
 - \$2 million MVP grant worked closely to support DPW's green infrastructure project on Cherry Street
 - \$3.8 million MassDOT TIP worked closely with DPW to finalize the planning stage of the Union Street redevelopment project
 - \$560,000 PARC Grant coordinated the construction of the new Mt. Tom North Trail on East Street
 - \$350,000 CPA grant created and administered an emergency rental assistance program
 - \$90,000 DHCD grant completed the City's Local Rapid Recovery Plan
 - \$46,000 Cannabis appropriation worked closely with DPW to prepare a design for the Parson/Ferry intersection
 - \$35,000 Planning Assistance Grant completed the City's 2021 Housing Production Plan
 - \$21,000 Planning Assistance Grant preparation for a Request for Proposal process for the three elementary school properties
 - \$35,000 CPA grant completed the City's 2021 Open Space and Recreation Plan update
 - \$28,000 MassDOT Shared Streets worked closely with DPW to fund South Street sidewalk construction
 - \$15,500 CPA grant completed Payson Avenue Rail Trail crossing (design)
 - \$10,000 Planning Department funded completed a Park Street feasibility study for SRTS
 - The Planning Department staff continued to provide professional support for the Planning Board, Conservation Commission, Zoning Board of Appeals, Community Preservation Act Committee, and Easthampton City Arts Coordinating Committee

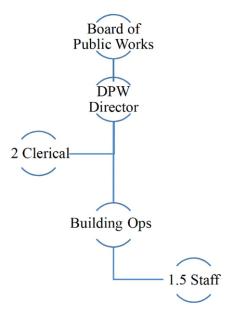
				ORIGINAL	ADJUSTED			FY 2023	Portion funded		
ACCOUNT				BUDGET	BUDGET	ACTUAL TO	FY 2023	General Fund	by other		
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	Requested	Portion only	sources	Source	
001 1720 5111	PLANNER SALARY	80,189.46	81,144.16	76,345.94	111,146.00	44,021.92	89,124.98	82,628.70	20 812 28	CDBG (\$6,496.28 & Cannabis \$23,316.00)	\$34,800.00 From Cannabis 67% of total charged and 33% from Geneal fund to built in General Fund
	ECA ARTS COORDINATOR			46.468.00	46,959.33		50,918.40			ECA Donations	built in General I und
	CONSERVATION AGENT	5,609.51	14.661.73	6,889.01	7,224.62					WPA fees	
			/ / / /				43,342.52				
	PART-TIME,REG	33,413.40		33,381.37	33,726.17		55,974.88			CDBG & CPA	
001.1720.5117	PART-TIME, CLERICAL	0.00	38,326.93	52,466.83	52,999.71	29,974.23	45,384.56	45,384.56			
	TOTAL PERSONNEL EXPE	168,565.90	217,180.19	215,551.15	252,055.83	139,494.74	284,745.34	254,294.04	53,767.30		
001.1720.5301	ADVERTISING	0.00	0.00	600.00	600.00	0.00	600.00	600.00			
001.1720.5314	EDUCATION & TRAINING	0.00	0.00	100.00	100.00	446.00	100.00	100.00			
001.1720.5319	PROF SERVICES	0.00	448.21	0.00	60,000.00	0.00	0.00	0.00			
001.1720.5580	CONSERVATION MISC. EX	1,693.57	2,200.00	500.00	500.00	0.00	500.00	500.00			
001.1720.5699	PVPC	2,655.33	2,721.63	0.00	3,000.00	2,789.53	2,887.41	2,887.41			
001.1720.5730	DUES & MEMBERSHIPS	0.00	254.00	850.00	850.00	0.00	1,360.00	1,360.00			
	TOTAL PURCH OF SVCS	4,348.90	5,623.84	2,050.00	65,050.00	3,235.53	5,447.41	5,447.41	0.00		
	GRAND TOTAL	172,914.80	222,804.03	217,601.15	317,105.83	142,730.27	290,192.75	259,741.45	53,767.30		

BUILDING OPERATIONS

Mission Statement

The mission of the Easthampton Department of Public Works is to ensure that all divisions provide and maintain public services necessary for the economic growth and quality of life for all its citizens. The Building Operations division strives to deliver those services in a cost-effective and environmentally sensitive manner for the short and long-term benefits of our customers/residents, employees, and the environment and to keep a safe and clean environment.

Organizational Overview



Narrative

The Easthampton Department of Public Works strives to provide and maintain the public services necessary to enable economic growth and continued quality of life for all Easthampton residents. The Building Operations division delivers services in a cost-effective and environmentally sensitive manner for the long-term benefit of Easthampton residents and employees.

• Building Operations is responsible for funding repairs (plumbing, heat, roof, flooring and doors) at the Public Safety Complex, City Hall, Council on Aging and The School Department Administrative Offices.

- Building Operations is responsible for having all inspections completed on elevators, boilers and fire systems in each building and for funding the correction of any deficiencies.
- Energy bills (electric and heating) for the City Hall, Public Safety Complex, and Council on Aging are funded through the Building Operations Division Budget.
- Building Operations funds procurement of paper products and cleaning supplies for each building.
- Trash for all municipal buildings, schools, and residential hazardous waste disposal is funded through the Building Operations budget.

				ORIGINAL	ADJUSTED			
ACCOUNT			l	BUDGET	BUDGET		REQUESTED	
NO	ACCOUNT DESCRIPTION	ACTUAL 2020		2022	2022	DATE	2023	
001.1920.5111	BUILDING OPERATION REGULA	44,172.46	44,600.40	48,746.00	49,245.20	25,418.19	52,649.00	
001.1920.5112	BLDG OP FULL TIME						6,000.00	Place Holder for
001.1920.5115	BLDG OP PART TIME	10,690.88	1,852.20	5,740.00	5,864.80	3,200.40	5,000.00	
001.1920.5118	PART-TIME, SCHOOL	2,451.25	5,214.68	5,740.00	5,740.00	4,545.90	8,335.00	
001.1920.5130	OVERTIME	2,720.13	9,943.95	2,385.00	2,385.00	1,063.41	2,500.00	
	TOTAL PERSONNEL EXPENSES	60,034.72	61,611.23	62,611.00	63,235.00	34,227.90	74,484.00	
001.1920.5211	HEAT,POWER	69,472.24	62,540.11	100,000.00	100,000.00	39,484.64	103,000.00	
001.1920.5213	HEAT,FUEL	43,405.19	50,904.90	60,000.00	60,000.00	16,729.53	61,800.00	
001.1920.5240	REPAIR & MAINTENANCE	59.55	16.99	1,500.00	1,500.00	0.00	1,545.00	
001.1920.5292	PEST CONTROL SERVICES	0.00	675.00	0.00	0.00	815.00	0.00	
001.1920.5316	SCHOOL MAINT./REPAIRS	800.00	0.00	500.00	500.00	0.00	515.00	
001.1920.5319	MISC. PROF & TECH SERV	43,309.63	46,575.10	28,272.00	28,272.00	14,769.50	29,120.16	
001.1920.5430	MAINT & REPAIRS	1,018.96	6,374.63	4,500.00	4,500.00	1,712.92	4,635.00	
001.1920.5431	PLUMB SUPPLIES	3,699.54	2,631.99	4,500.00	4,500.00	373.60	4,635.00	
001.1920.5432	ELEC SUPPLIES	1,880.80	0.00	500.00	500.00	642.18	515.00	
001.1920.5436	PAINT,HARDWARE	289.03	66.15	100.00	100.00	0.00	103.00	
001.1920.5439	EQUIP REPAIR	466.75	578.34	500.00	580.00	84.74	597.40	
001.1920.5450	HOUSE SUPPLIES	5,608.12	4,525.30	5,000.00	5,000.00	6,418.03	5,150.00	
001.1920.5462	PESTICIDES	3,113.98	0.00	200.00	200.00	0.00	206.00	
001.1920.5463	AGRICULTURAL, HORTICULTURA	0.00	0.00	200.00	200.00	222.31	206.00	
001.1920.5483	VEHICLE MAINTENANCE	452.16	0.00	2,000.00	2,000.00	450.00	2,060.00	
_	TOTAL PURCH OF SVCS EXPE	173,575.95	174,888.51	207,772.00	207,852.00	81,702.45	214,087.56	
	GRAND TOTAL	233,610.67	236,499.74	270,383.00	271,087.00	115,930.35	288,571.56	

Section VI: Public Safety

POLICE

DISPATCH

FIRE & AMBULANCE

BUILDING INSPECTION SERVICES

POLICE

Mission Statement

The Easthampton Police Department is a dedicated and diverse group of professionals who are committed to working with the community to make the City of Easthampton a safe and desirable place to live, work, or visit.

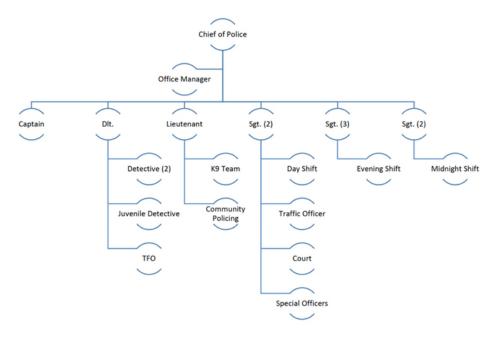
Through these efforts, we will strive to have a positive impact on the quality of life for our citizens while recognizing both our diversity and those ideals that we have in common. Our mission is to partner with the community to solve problems and improve public safety in a manner that is fair, impartial, transparent, and consistent.

HONOR | SERVICE | INTEGRITY

OUR MISSION is to be the model of excellence in policing by working in partnership with the community and others to:

- **FIGHT** crime and the fear of crime, including terrorism;
- **ENFORCE** laws while safeguarding the constitutional rights of all people;
- **PROVIDE** quality service to all of our residents and visitors; and
- **CREATE** a work environment in which we recruit, train, and develop an exceptional team of employees.

Organizational Overview



Narrative

<u>Trends:</u> In addition to our community outreach programs, in the calendar year 2021 the Easthampton Police Department served the community as follows:

	2020	2021	
Total calls for service	18460	18402	
Arrests	249	221	
Summons arrests	169	134	
Juvenile arrests/summons	9	8	summons
Warrant Arrests	23	26	
Incidents that requiring reporting	1049	819	
Total Offenses committed	1032	744	
Felonies	222	171	
Automobile crashes that required reporting	229	245	
Restraining/Harassment Orders issued	59	70	
Calls for suicidal persons	31	18	
Unattended death investigations	31	23	
Parking Tickets issued	205	105	(\$1,950)
Citations issued	533	459	(\$12,470)
Firearms Licenses issued	312	269	(\$24,125)

Staffing: Our mission is carried out by an astounding team of professionals that include, patrol officers, investigators, community policing/service officers and administrative staff. There are currently twenty-nine (29) full time officers, ten (10) part-time officers and one (1) full-time civilian office manager assigned to the Chief's Office. With the recent Police Reform Law and the establishment of the Police Officers Standards and Training (POST) Commission, we anticipate losing several of our part time officers. This is due to a piece of the legislation that eliminated part time officers. This will no doubt substantially increase our overtime. Some of these changes included new minority hires due to retirements, as we continue to work towards diversifying our department. We also implemented a full time traffic enforcement beat, due to the intense requests and complaints for traffic enforcement throughout the City.

<u>Co-Response Grants</u>: We implemented and received a grant for a DMH Jail/Arrest Diversion Program for \$45,000 establishing a regional co-response program with Hadley PD. A coresponding clinician responds with police to crisis and follow-up calls in Easthampton. This coresponse is an integrated and extended approach of our officer CIT-trained response to crisis calls. In 2021, we responded to 568 mental health related calls for service. Traffic/Crosswalk Safety Grant = \$19,993.15, Byrne Justice

Assistance Grant = \$33,339.60, USDOJ COPS Grant = \$125,000, Hampshire Hope DART Grant = \$4,000 Body Worn Camera Grant = \$40,000 and a Green Communities Grant for EV Cruisers = \$15,000.

<u>Police Reform:</u> On December 31, 2020, the new Police Reform Law went into effect. This law established the Police Officers Standards and Training (POST) Commission to oversee certification and decertification of every police officer in the Commonwealth. Pursuant to the new law, we revised, implemented and standardized several policies.

ACCOUNT NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	ORIGINAL BUDGET 2022	ADJUSTED BUDGET 2022	ACTUAL TO DATE	REQUESTED 2023
001.2100.5111	POLICE, FULL TIME REGULAR	1,773,423.31	1,835,257.38	1,879,485.59	1,918,780.55	1,064,248.93	2,006,127.04
001.2100.5113	CLERICAL FULL TIME	48,278.63	49,104.13	46,905.72	47,426.96	29,808.15	59,155.20
001.2100.5117	PART-TIME, CLERICAL	1,042.15	0.00	0.00	0.00	0.00	0.00
001.2100.5130	OVERTIME PAY	147,911.48	113,214.96	150,000.00	150,000.00	91,320.22	140,000.00
001.2100.5131	OVERTIME-INVESTIGATIVE	15,189.42	15,247.84	30,000.00	30,000.00	3,995.22	30,000.00
001.2100.5132	OVERTIME TRAINING	27,838.63	33,453.66	30,000.00	30,000.00	22,391.78	30,000.00
001.2100.5134	OFFICER IN CHARGE	4,607.25	4,885.50	6,000.00	6,000.00	4,087.50	6,000.00
001.2100.5141	LONGEVITY	6,000.00	5,400.00	5,200.00	5,200.00	4,400.00	5,200.00
001.2100.5142	INCENTIVE	309,167.33	322,270.83	219,823.43	457,081.18	185,573.70	493,752.38
001.2100.5144	POLICE- EMT INCENTIVE	0.00	0.00	0.00	18,186.33	10,631.22	37,049.70
001.2100.5145	POLICE SPECIALS	46,401.63	37,620.00	42,350.00	42,350.00	45,234.25	47,350.00
001.2100.5146	SHIFT DIFFERENTIAL	7,775.28	7,532.73	8,291.06	8,291.06	4,198.57	8,291.06
001.2100.5151	HOLIDAY PAY	82,470.74	84,199.14	86,555.50	87,103.51	50,803.92	98,451.58
001.2100.5153	SICK LEAVE INCENTIVE/BUYBACK	61,192.17	46,833.07	0.00	22,814.35	22,814.35	0.00
001.2100.5155	COURT TIME	19,839.12	20,592.88	18,000.00	18,000.00	10,753.47	18,000.00
001.2100.5156	UNUSED VAC. PAY BUYBACK	33,645.35	16,328.01	0.00	10,670.10	10,670.10	0.00
001.2100.5181	UNIFORM ALLOWANCE	21,000.00	21,000.00	21,187.50	21,187.50	20,550.00	21,562.50
	TOTAL PERSONNEL EXPENSES	2,605,782.49	2,612,940.13	2,543,798.80	2,873,091.54	1,581,481.38	3,000,939.46
001.2100.5173	MEDICAL EXP	3,256.87	1,054.35	5,000.00	5,000.00	1,103.75	5,000.00
001.2100.5191	UNIFORM ALLOWANCE	7,706.53	6,141.92	5,000.00	5,000.00	3,430.60	5,000.00
001.2100.5242	COMPUTER EQUIP	8,207.22	0.00	0.00	0.00	0.00	0.00
001.2100.5243	RADIOS,TELEPHONE,OTHER	38,353.09	29,100.83	22,000.00	22,000.00	14,272.37	Transfer to IT
001.2100.5249	MISC MACHINES & EQUIP	450.00	360.00	3,500.00	3,500.00	198.00	Transfer to IT
001.2100.5301	ADVERTISING	0.00	0.00	500.00	500.00	0.00	0.00
001.2100.5314	EDUCATION & TRAINING	15,947.50	9,714.16	13,000.00	13,000.00	5,674.90	13,951.60
001.2100.5319	MISC PROF SERVICES	2,432.91	1,820.50	1,410.00	1,410.00	1,543.00	1,410.00
001.2100.5421	OFFICE SUPPLIES	4,772.01	4,244.01	9,500.00	9,500.00	1,907.73	9,500.00
001.2100.5489	AUTO SUPPLIES	24,837.60	13,562.97	15,000.00	15,000.00	5,981.38	15,000.00
001.2100.5490	FOOD & FOOD SERVICE SUPPLIES	168.95	23.32	500.00	500.00	90.20	500.00
001.2100.5511	BOOKS, PERIODICALS	875.29	1,253.00	1,000.00	1,000.00	0.00	1,000.00
001.2100.5591	PUBLIC SAFETY SUPPLIES	39,516.64	8,654.26	13,000.00	13,000.00	3,591.66	13,000.00
001.2100.5710	IN STATE TRAVEL	683.14	213.15	500.00	500.00	141.98	500.00
001.2100.5730	DUES & MEMBERSHIPS	3,054.00	3,938.00	4,000.00	4,000.00	2,640.00	4,000.00
001.2100.5854	FURNITURE & FIXTURES	184.97	0.00	500.00	813.01	0.00	500.00
001.2100.5861	EQUIPMENT	0.00	0.00	<u>750.00</u>	<u>750.00</u>	739.00	<u>750.00</u>
	TOTAL PURCH OF SVCS EXPENSES	150,446.72	80,080.47	95,160.00	95,473.01	41,314.57	70,111.60
	GRAND TOTAL	2 756 220 24	2 602 020 60	2 629 050 00	2 060 564 55	1 622 705 05	2 074 054 06
	GRAND TOTAL	2,756,229.21	2,693,020.60	2,638,958.80	2,968,564.55	1,622,795.95	3,071,051.06

Budget (continued)

	GRAND TOTAL	15,250.00	15,250.00	15,350.00	15,350.00	0.00	0.00		
001.2150.5599	LOCKUP OTHERWISE UNCLASS	0.00	0.00	100.00	100.00	0.00			
001.2150.5317	SPECIAL ASSESSMENT	15,250.00	15,250.00	15,250.00	15,250.00	0.00			
ACCOUNT NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	ORIGINAL BUDGET 2022	ADJUSTED BUDGET 2022	ACTUAL TO DATE	REQUESTED 2023		
							202.00		
	GRAND TOTAL	32,308.50	15,984.00	45,330.50	45,330.50	18,782.80	47,762.00		
001.2103.5861	POLICE EQUIPMENT	0.00	0.00	200.00	200.00	125.80	202.00	PURCH OF S	CS EXPENSE
001.2103.5135	CROSSING GUARDS	32,308.50	15,984.00	45,130.50	45,130.50	18,657.00	47,560.00	PERSONNEL	SERVICE EXPI
ACCOUNT NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	BUDGET 2022	BUDGET 2022	ACTUAL TO DATE	REQUESTED 2023		
				ORIGINAL	ADJUSTED				

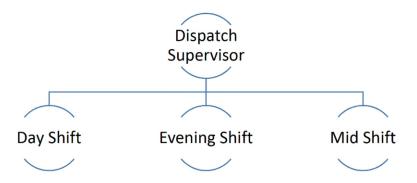
				ORIGINAL	ADJUSTED		
ACCOUNT				BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023
001.2920.5118	ANIMAL INSP PT PERM	3,499.96	4,999.92	5,000.00	5,000.00	2,916.62	5,000.00
TO	TAL PERSONNEL EXPENSES	3,499.96	4,999.92	5,000.00	5,000.00	2,916.62	5,000.00
001.2920.5319	ANIMAL CONT PROF SERVICE	8,588.95	7,787.68	10,000.00	10,000.00	4,743.80	10,000.00
001.2920.5421	ANIMAL CONT OFFICE SUPP	125.00	0.00	0.00	0.00	0.00	0.00
	TOTAL PURCH OF SVCS EXP	8,713.95	7,787.68	10,000.00	10,000.00	4,743.80	10,000.00
	GRAND TOTAL	12,213.91	12,787.60	15,000.00	15,000.00	7,660.42	15,000.00

DISPATCH

Mission Statement

The mission of the Easthampton Public Safety Dispatch is to contribute to the safety and quality of our community by assisting the citizens of our city, our neighboring cities and towns, and our associated public safety agencies with efficient, reliable, responsive, and professional public communication services.

Organizational Overview



Narrative

The mission of the Easthampton Public Safety Dispatch is to contribute to the safety and quality of our community by assisting the citizens of our city, our neighboring cities and towns, and our associated public safety agencies with efficient, reliable, responsible and professional public safety communication services.

Easthampton Public Safety Dispatch is responsible for public safety as it relates to the employees, residents, visitors and property within the City of Easthampton. Presently there are six (6) full-time dispatchers, including a Dispatch Supervisor, and (3) three part-time dispatchers, -- one being permanent part time and working twenty (20) hours per week. The communication center is the hub of public safety as it is the initial point of contact and the vital link between the public and first responders.

The communication center is the initial point of contact within public safety. Dispatchers at Easthampton Public Safety intake all calls for service. Which includes emergency phone calls, non-emergency phone calls and greeting parties walking into the front lobby of the Public Safety Complex seeking assistance. In 2021 there were 18,402 calls for service documented in our Computer Aided Dispatch (CAD) system, the vast majority being entered by dispatchers.

Dispatchers also answer all 911 calls including cell calls, and 911 text. Each of these calls results in dispatching the appropriate responders to the calls, documenting all necessary information, and logging the appropriate units into the CAD.

Additionally, there are a multitude of other responsibilities including but not limited to: running and printing arrest paperwork; running all CJIS/NCIC queries; conducting motor vehicle and criminal history queries; scheduling the public safety conference room; coordinating access to the prescription drug and needle return bins located just outside of dispatch; monitoring in house fire alarm Vision 21 system and issuing, maintaining and explaining paperwork to the public.

Training reduces liability placed on dispatchers and the city. Additionally, there are constant updates and changes in public safety trends. The State of Massachusetts requires all new public safety dispatchers to successfully complete 84 hours of training, including a basic safety telecommunicator course, NG 911 course, EMD course and CPR certification. This training does not include additional in house training. Dispatchers must complete sixteen (16) hours of state approved continuing education units annually to remain in compliance with state mandates as well as the maintenance of CPR certifications. The Dispatch Supervisor is also certified as Communications Training Officer (CTO) to assist in the in-house training of all new hires, Training and continuing education are the most important components in public safety, as it effectively reduces the risk of liability. This CTO course requires recertification bi-annually.

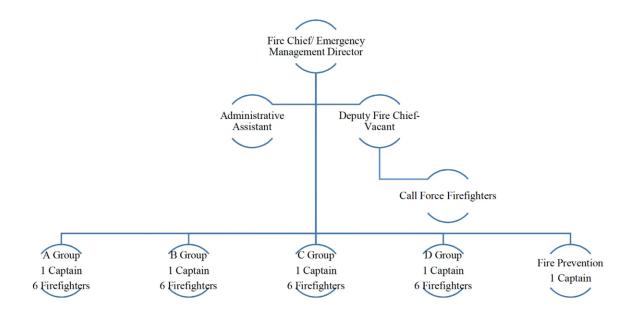
				ORIGINAL	ADJUSTED		
ACCOUNT				BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023
001.2170.5111	DISPATCH PERS. SERVICES	203,138.58	209,967.33	269,479.00	272,657.43	145,088.22	330,151.04
001.2170.5115	PART-TIME, PERMANENT, REGULA	48,450.85	21,291.38	30,078.50	30,306.06	16,880.65	31,625.00
001.2170.5130	DISPATCH OVERTIME	36,066.69	17,138.67	10,000.00	10,000.00	13,146.54	10,000.00
001.2170.5141	LONGEVITY DIFFERENTIAL	200.00	300.00	300.00	300.00	0.00	300.00
001.2170.5151	DISPACHERS HOLIDAY PAY	11,696.22	11,496.04	13,273.48	13,273.48	13,521.20	17,355.80
001.2170.5181	UNIFORM ALLOWANCE	235.70	77.90	0.00	0.00	0.00	0.00
	TOTAL PERSONNEL EXPENSES	299,788.04	260,271.32	323,130.98	326,536.97	188,636.61	389,431.84
001.2170.5191	DISPATCH UNIFORM ALLOWANCE	0.00	0.00	1,000.00	1,000.00	40.95	1,000.00
001.2170.5243	RADIOS, TELEPHONES, OTHER COM	487.11	1,240.83	300.00	300.00	889.23	To IT budget
001.2170.5314	DISPATCH EDUCATION & TRAINING	0.00	658.00	1,500.00	1,500.00	0.00	1,500.00
001.2170.5421	GENERAL OFFICE SUPPLIES	354.09	0.00	500.00	500.00	0.00	500.00
001.2170.5710	IN STATE TRAVEL	0.00	0.00	100.00	100.00	0.00	100.00
Т	OTAL PURCH OF SVCS EXPENSES	841.20	1,898.83	3,400.00	3,400.00	930.18	3,100.00
	GRAND TOTAL	300,629.24	262,170.15	326,530.98	329,936.97	189,566.79	392,531.84

FIRE & AMBULANCE

Mission Statement

The mission of the Easthampton Fire Department is to improve the quality of life for all residents within the City of Easthampton and ensure the highest level of safety for everyone. This will be accomplished by protecting the lives and property of the community from emergencies involving fire, medical, hazardous materials, environmental causes, and natural or human-made disasters. This mission will be achieved through high-quality training of our personnel, public education, code management, and professional emergency response by the exceptional personnel within the organization.

Organizational Overview



Narrative

The Easthampton Fire Department is composed of thirty-one full time employees and one full time Administrative Assistant that collectively work together to prepare, mitigate, respond, and assist in recovery from all-hazards responses in the City of Easthampton. Below outline the 2020 & 2021 emergency responses:

Incident Type		2020	202 1
Fires		34	25
Overpressure rupture, explosion, overheat		1	5
Rescue & Emergency Medical Service		2295	259 1
Hazardous Condition		66	60
Service Call		87	77
Good Intent Call		106	204
False Alarm & False Call		244	266
Severe Weather & Natural Disaster		2	1
Special Incident Type		26	18
	Total:	2861	324 7

Training

One area of continued focus is the ongoing implementation of a comprehensive training program for both fire and EMS. For the first time in the department's history, we were able to implement a full time Training Officer in July with the promotion of Matt Sandler to Captain. This year, we were able to balance various classes for both fire and EMS to all personnel. Personnel also utilized the enhancements made with our technology capabilities internally to complete numerous remote learning classes while on duty as well. A total of 6,428 hours of training was completed by personnel this year.

Fire Prevention & Inspections

Community Risk Reduction is a key component to our organization and provides a significant increase in life safety throughout the community. Fire Captain Dan Constantine has been working diligently over the past few years building out this program within the fire department and continues to improve our public outreach through these preventative efforts. There were a total of 675 inspections completed in 2021.

Grant Funding

In 2021, the department was successful in securing grant funding in the following areas: \$19,500 for replacement of hose, \$275,000 for the purchase of a new ambulance, \$19,600 for new face-pieces, equipment, PPE, and \$3,060 for new portable lights, and \$6,100 for educational programs- Totaling \$323,660

2022 Goals & Initiatives

There are a number of initiatives and goals the department has going into the new year. Many of them may have limitations due to funding and some of them will be dictated on the COVID-19 virus and how soon the department will be able to safely interact with the public in a non-emergency manner. Below are a few initiatives that will be prioritized in 2022:

- Maintain the safety of our personnel and minimize the potential for injuries
- Continue to explore alternative funding sources and grants for procurement of equipment and resources
- Continued implementation & utilization of technology to enhance operational performance
- Continue public outreach and education in areas such as CPR/AED, car seats, extinguishers, smoke & carbon monoxide installations
- Improve the department communication infrastructure for both mobile and portable radios that will increase the safety of all personnel on the scene of emergencies.

Please go to our website at https://ma-easthampton.civicplus.com/158/Fire to see more detailed information and our annual report. You can also find us on Facebook at https://www.facebook.com/easthamptonfire

				ORIGINAL	ADJUSTED		
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	DATE	2023
001.2200.5111	FULL TIME REGULAR	1,428,836.17	1,447,366.63	1,654,125.00	1,654,125.00	872,701.08	1,727,110.00
001.2200.5112	FULL TIME, SUPERVISORY	162,685.34	134,297.91	89,850.00	89,850.00	50,300.13	173,422.00
001.2200.5113	FULL TIME CLERICAL	0.00	0.00	46,800.00	47,268.00	24,952.50	50,590.00
001.2200.5117	PART TIME CLERICAL	31,225.16	38,438.80	0.00	0.00	1,244.25	0.00
001.2200.5130	OVERTIME PAY	270,316.99	211,341.57	100,000.00	100,000.00	108,421.58	140,000.00
001.2200.5131	OVERTIME PAY (EMERGENC	5,001.58	4,328.45	2,000.00	2,000.00	1,234.90	2,000.00
001.2200.5132	OVERTIME PAY (TRAINING)	3,067.74	6,882.09	2,000.00	2,000.00	9,478.39	2,000.00
001.2200.5133	FIRE CAPTAINS GRADE	1,721.03	7,389.46	3,000.00	3,000.00	7,701.11	3,000.00
001.2200.5142	INCENTIVE	178,832.74	245,227.27	129,379.50	129,379.50	161,633.07	320,000.00
001.2200.5145	ON CALL COMPENSATION	11,690.00	4,600.00	4,000.00	4,000.00	2,450.00	4,000.00
001.2200.5151	HOLIDAY PAY	88,997.54	87,910.57	100,089.00	100,089.00	64,900.97	126,630.00
001.2200.5153	SICK LEAVE BUYBACK	31,577.68	2,362.65	0.00	0.00	2,625.98	0.00
001.2200.5181	UNIFORM ALLOWANCE	18,750.00	22,500.00	20,000.00	20,000.00	21,000.00	24,000.00
001.2200.5173	MEDICAL EXP	3,905.60	6,345.46	3,000.00	3,000.00	0.00	5,000.00
004 0000 5404	UNIFORM ALLOWANCE	5,392.85	3,985.16	0.00	0.00	987.70	0.00
001.2200.5191							· · · · · · · · · · · · · · · · · · ·
	TAL PERSONNEL EXPENSES	2,242,000.42	2,222,976.02	2,154,243.50	2,154,711.50	1,329,631.66	2,577,752.00
то					, ,		
TO 001.2200.5191	UNIFORM ALLOWANCE	5,392.85	3,985.16	2,154,243.50 0.00 15,000.00	2,154,711.50 0.00 15,000.00	1,329,631.66 987.70 14,519.78	2,577,752.00 0.00 Transfer to IT
001.2200.5191 001.2200.5243	UNIFORM ALLOWANCE	5,392.85	3,985.16	0.00	0.00	987.70	0.00
001.2200.5191 001.2200.5243 001.2200.5251	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMU	<u>5,392.85</u> 16,667.66	3,985.16 15,134.76 0.00	<u>0.00</u> 15,000.00	<u>0.00</u> 15,000.00	<u>987.70</u> 14,519.78	0.00 Transfer to IT
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMU ALARM REPAIRS	<u>5,392.85</u> 16,667.66 435.98	3,985.16 15,134.76 0.00 8,768.46	0.00 15,000.00 200.00	0.00 15,000.00 200.00	987.70 14,519.78 413.63	0.00 Transfer to IT 200.00
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314 001.2200.5421	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMU ALARM REPAIRS EDUCATION& TRAINING	5,392.85 16,667.66 435.98 11,554.29 874.36	3,985.16 15,134.76 0.00 8,768.46	0.00 15,000.00 200.00 4,000.00	0.00 15,000.00 200.00 4,000.00	987.70 14,519.78 413.63 1,737.00	0.00 Transfer to IT 200.00 4,000.00
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314 001.2200.5421 001.2200.5439	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMU ALARM REPAIRS EDUCATION& TRAINING OFFICE SUPPLIES	5,392.85 16,667.66 435.98 11,554.29 874.36	3,985.16 15,134.76 0.00 8,768.46 1,033.96	0.00 15,000.00 200.00 4,000.00 1,000.00	0.00 15,000.00 200.00 4,000.00 1,000.00	987.70 14,519.78 413.63 1,737.00 1,460.55	0.00 Transfer to IT 200.00 4,000.00 1,000.00
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314 001.2200.5421 001.2200.5438 001.2200.5450	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMUNICALARM REPAIRS EDUCATION& TRAINING OFFICE SUPPLIES BLDG,& EQUIP R&M SUPPLIE	5,392.85 16,667.66 435.98 11,554.29 874.36 7,189.57 0.00	3,985.16 15,134.76 0.00 8,768.46 1,033.96 1,849.89 23.74	0.00 15,000.00 200.00 4,000.00 1,000.00	0.00 15,000.00 200.00 4,000.00 1,000.00	987.70 14,519.78 413.63 1,737.00 1,460.55 1,438.68	0.00 Transfer to IT 200.00 4,000.00 1,000.00 1,500.00
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314 001.2200.5421 001.2200.5439 001.2200.5483	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMUNICATION TRAINING OFFICE SUPPLIES BLDG,& EQUIP R&M SUPPLIE CUSTODICAL SUPPLIES	5,392.85 16,667.66 435.98 11,554.29 874.36 7,189.57 0.00	3,985.16 15,134.76 0.00 8,768.46 1,033.96 1,849.89 23.74	0.00 15,000.00 200.00 4,000.00 1,000.00 1,500.00 200.00	0.00 15,000.00 200.00 4,000.00 1,000.00 1,500.00 200.00	987.70 14,519.78 413.63 1,737.00 1,460.55 1,438.68 0.00	0.00 Transfer to IT 200.00 4,000.00 1,000.00 1,500.00 200.00
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314 001.2200.5421 001.2200.5439 001.2200.5483	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMUNICATION, TEL & OTHER COMMUNICATION, TRAINING OFFICE SUPPLIES BLDG,& EQUIP R&M SUPPLIES CUSTODICAL SUPPLIES REPAIRS TO VEHICAL EQUIP FIRE APPARATUS SUPPLIES	5,392.85 16,667.66 435.98 11,554.29 874.36 7,189.57 0.00 12,263.15	3,985.16 15,134.76 0.00 8,768.46 1,033.96 1,849.89 23.74 44,058.63 3,730.17	0.00 15,000.00 200.00 4,000.00 1,000.00 1,500.00 200.00	0.00 15,000.00 200.00 4,000.00 1,000.00 1,500.00 200.00	987.70 14,519.78 413.63 1,737.00 1,460.55 1,438.68 0.00 2,257.49	0.00 Transfer to IT 200.00 4,000.00 1,000.00 200.00 10,000.00
001.2200.5191 001.2200.5243 001.2200.5314 001.2200.5421 001.2200.5438 001.2200.5450 001.2200.5594 001.2200.5594	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMUNICATION, TEL & OTHER COMMUNICATION, TRAINING OFFICE SUPPLIES BLDG,& EQUIP R&M SUPPLIES CUSTODICAL SUPPLIES REPAIRS TO VEHICAL EQUIP FIRE APPARATUS SUPPLIES	5,392.85 16,667.66 435.98 11,554.29 874.36 7,189.57 0.00 12,263.15 1,361.90 7,818.63	3,985.16 15,134.76 0.00 8,768.46 1,033.96 1,849.89 23.74 44,058.63 3,730.17	0.00 15,000.00 200.00 4,000.00 1,000.00 1,500.00 200.00 10,000.00	0.00 15,000.00 200.00 4,000.00 1,000.00 1,500.00 200.00 10,000.00	987.70 14,519.78 413.63 1,737.00 1,460.55 1,438.68 0.00 2,257.49 713.37	0.00 Transfer to IT 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314 001.2200.5421 001.2200.5438 001.2200.5483 001.2200.5594 001.2200.5595 001.2200.5595	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMUNICATION, TEL & OTHER COMMUNICATION, TRAINING OFFICE SUPPLIES BLDG,& EQUIP R&M SUPPLIES CUSTODICAL SUPPLIES REPAIRS TO VEHICAL EQUIP FIRE APPARATUS SUPPLIES EQUIPMENT	5,392.85 16,667.66 435.98 11,554.29 874.36 7,189.57 0.00 12,263.15 1,361.90 7,818.63	3,985.16 15,134.76 0.00 8,768.46 1,033.96 1,849.89 23.74 44,058.63 3,730.17 21,910.32 5,393.32	0.00 15,000.00 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 3,000.00	0.00 15,000.00 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 3,000.00	987.70 14,519.78 413.63 1,737.00 1,460.55 1,438.68 0.00 2,257.49 713.37 8,837.26	0.00 Transfer to IT 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 4,272.00
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314 001.2200.5450 001.2200.5450 001.2200.5594 001.2200.5595 001.2200.5597 001.2200.5710	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMUNICATION, TEL & OTHER COMMUNICATION, TRAINING OFFICE SUPPLIES BLDG,& EQUIP R&M SUPPLIES CUSTODICAL SUPPLIES REPAIRS TO VEHICAL EQUIP FIRE APPARATUS SUPPLIES EQUIPMENT SCBA MAINTENANCE & REPAIRS	5,392.85 16,667.66 435.98 11,554.29 874.36 7,189.57 0.00 12,263.15 1,361.90 7,818.63 3,080.02	3,985.16 15,134.76 0.00 8,768.46 1,033.96 1,849.89 23.74 44,058.63 3,730.17 21,910.32 5,393.32	0.00 15,000.00 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 3,000.00 4,000.00	0.00 15,000.00 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 3,000.00 4,000.00	987.70 14,519.78 413.63 1,737.00 1,460.55 1,438.68 0.00 2,257.49 713.37 8,837.26 1,270.48	0.00 Transfer to IT 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 4,272.00 4,000.00
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314 001.2200.5439 001.2200.5483 001.2200.5483 001.2200.5594 001.2200.5595 001.2200.5597 001.2200.5710 001.2200.5730	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMUNICATION, TEL & OTHER COMMUNICATION, TRAINING OFFICE SUPPLIES BLDG,& EQUIP R&M SUPPLIES CUSTODICAL SUPPLIES REPAIRS TO VEHICAL EQUIP FIRE APPARATUS SUPPLIES EQUIPMENT SCBA MAINTENANCE & REPAIR IN STATE TRAVEL	5,392.85 16,667.66 435.98 11,554.29 874.36 7,189.57 0.00 12,263.15 1,361.90 7,818.63 3,080.02 1,790.96	3,985.16 15,134.76 0.00 8,768.46 1,033.96 1,849.89 23.74 44,058.63 3,730.17 21,910.32 5,393.32 97.47	0.00 15,000.00 200.00 4,000.00 1,000.00 1,500.00 200.00 10,000.00 1,200.00 3,000.00 4,000.00	0.00 15,000.00 200.00 4,000.00 1,000.00 1,500.00 200.00 10,000.00 1,200.00 3,000.00 4,000.00	987.70 14,519.78 413.63 1,737.00 1,460.55 1,438.68 0.00 2,257.49 713.37 8,837.26 1,270.48 347.19	0.00 Transfer to IT 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 4,272.00 4,000.00 500.00
001.2200.5191 001.2200.5243 001.2200.5251 001.2200.5314 001.2200.5439 001.2200.5483 001.2200.5483 001.2200.5594 001.2200.5595 001.2200.5597 001.2200.5710 001.2200.5730	UNIFORM ALLOWANCE RADIO, TEL & OTHER COMMUNICATION, TEL & OTHER COMMUNICATION, TRAINING OFFICE SUPPLIES BLDG,& EQUIP R&M SUPPLIES CUSTODICAL SUPPLIES REPAIRS TO VEHICAL EQUIP FIRE APPARATUS SUPPLIES EQUIPMENT SCBA MAINTENANCE & REPAIN STATE TRAVEL DUES & MEMBERSHIP	5,392.85 16,667.66 435.98 11,554.29 874.36 7,189.57 0.00 12,263.15 1,361.90 7,818.63 3,080.02 1,790.96 2,320.00	3,985.16 15,134.76 0.00 8,768.46 1,033.96 1,849.89 23.74 44,058.63 3,730.17 21,910.32 5,393.32 97.47 2,495.00	0.00 15,000.00 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 3,000.00 4,000.00 500.00	0.00 15,000.00 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 3,000.00 4,000.00 500.00	987.70 14,519.78 413.63 1,737.00 1,460.55 1,438.68 0.00 2,257.49 713.37 8,837.26 1,270.48 347.19 2,645.00	0.00 Transfer to IT 200.00 4,000.00 1,000.00 200.00 10,000.00 1,200.00 4,272.00 4,000.00 500.00 1,800.00

Budget (continued)

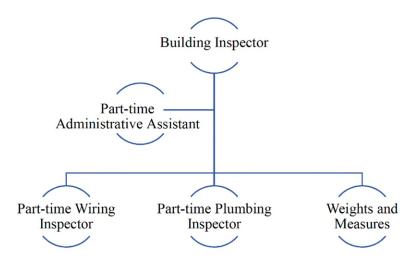
				ORIGINAL	ADJUSTED		
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	REQUESTED
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	TO DATE	2023
001.2310.5130	OVERTIME PAY (ALS/EMS)	3,670.03	6,281.12	6,000.00	6,000.00	3,980.97	6,000.00
001.2310.5131	OVERTIME PAY(EMERG)	12,612.21	23,499.41	20,000.00	20,000.00	24,848.22	25,000.00
001.2310.5142	EMS INCENTIVE	284,214.64	289,995.37	200,754.60	200,754.60	170,720.42	376,700.00
ТОТ	AL PERSONNEL EXPENSES	300,496.88	319,775.90	226,754.60	226,754.60	199,549.61	407,700.00
001.2310.5314	EDUC & TRAINING	0.00	634.50	0.00	0.00	0.00	0.00
001.2310.5315	CERTICATION FEES	1,500.00	1,500.00	1,500.00	1,500.00	1,200.00	1,500.00
001.2310.5319	MISC PROF & TECH SERV	19,962.57	21,735.96	20,000.00	20,000.00	14,323.52	20,000.00
001.2310.5320	INTERCEPT FEES	0.00	375.00	0.00	0.00	375.00	0.00
001.2310.5483	VEHICLE EQUIPMENT REPA	16,836.59	4,817.53	5,000.00	5,000.00	5,514.87	5,000.00
001.2310.5490	MAINTENANCE AGREEMEN	9,412.00	1,381.50	8,000.00	8,000.00	17,241.01	9,833.75
001.2310.5500	MEDICAL SUPPLIES	30,081.41	42,753.13	25,000.00	25,000.00	17,969.94	25,000.00
001.2310.5594	AMBULANCE SUPPLIES	1,253.98	6,189.39	350.00	350.00	386.32	350.00
001.2310.5730	DUES AND MEMBERSHIPS	0.00	0.00	1,275.00	1,275.00	520.00	1,275.00
	TOTAL PURCH OF SVCS EX	79,046.55	79,387.01	61,125.00	61,125.00	57,530.66	62,958.75
	GRAND TOTAL	379,543.43	399,162.91	287,879.60	287,879.60	257,080.27	470,658.75

BUILDING INSPECTION SERVICES

Mission Statement

The Building Department is responsible for administering and enforcing Massachusetts Codes regarding building, sheet metal, plumbing, gas, and electrical work; as well as the rules and regulations of the Massachusetts Architectural Access Board. In addition, the department administers and enforces all City of Easthampton Zoning By-laws. It is the mission of the Building Department to strive to ensure public safety, health and welfare through inspection activities and continuous enforcement of all codes, rules and regulations designed to detect and correct improper and/or unsafe building practices and land uses within the City.

Organizational Overview



Narrative

The Building Department is charged with enforcing the State Adopted Building Codes to ensure that the residents, businesses and visitors of Easthampton have safe and reliable structures in which to live and work. The department is also responsible for the enforcement of the City's zoning ordinances. The primary goal is to protect the public's health, safety and welfare as it relates to the construction and occupancy of buildings. We are committed to providing quality services to all citizens and contractors through innovation, continuous improvement, determination, and excellence in customer service.

NO	ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	2023
001.2410.5111	BLDG F.T., PERMANENT, REGULA	54,563.20	49,746.82	60,877.09	72,912.32	20,956.55	77,553.32
001.2410.5117	BLDG., F.T, PERMANENT, CLERIC	22,148.94	22,621.02	22,071.00	36,137.92	13,893.09	35,695.92
001.2410.5118	BLDG INSP,PART TIME	11,203.92	7,820.61	15,553.92	15,553.92	3,152.31	5,403.96
001.2410.5121	TEMPORARY POSITIONS, REGUL	2,680.00	12,035.00	0.00	0.00	10,710.00	24,000.00
001.2410.5192	BLDG INSP CAR ALLOWANCE	1,407.96	1,028.77	0.00	0.00	442.12	757.92
	TOTAL PERSONNEL EXPENSES	92,004.02	93,252.22	98,502.01	124,604.16	49,154.07	143,411.12
001.2410.5314	EDUCATION & TRAINING	0.00	0.00	445.00	445.00	0.00	449.45
001.2410.5319	BUILDING INSP PROF & TECH SEI	8,200.00	10,378.00	10,378.00	10,378.00	10,378.00	12,836.00
001.2410.5511	BOOKS, PERIODICALS & PUBS.	0.00	0.00	1,200.00	1,200.00	0.00	1,212.00
001.2410.5710	BLDG INSP IN STATE TRAVEL	26.50	162.50	0.00	0.00	113.00	0.00
001.2410.5730	BLDG INSP DUES & MEMBERSHIF	0.00	0.00	327.00	327.00	0.00	330.27
то	TAL PURCH OF SVCS EXPENSES	8,226.50	10,540.50	12,350.00	12,350.00	10,491.00	14,827.72
	GRAND TOTAL	100,230.52	103,792.72	110,852.01	136,954.16	59,645.07	158,238.84

Section III: Education

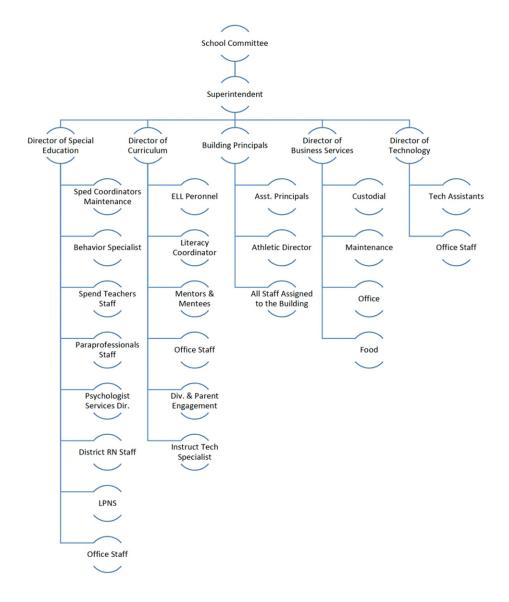
EDUCATION

EDUCATION

Mission Statement

In partnership with our community, the Easthampton Public Schools are committed to providing exceptional learning experiences that foster academic, emotional and social growth within a state of the art, welcoming and inclusive setting. We will develop lifelong learners with knowledge and skills as independent problem solvers and critical thinkers.

Organizational Overview



Goals and Objectives

- 1. Needs of All Learners: We are committed to fostering a culture in which each student experiences equitable access to resources that meet their unique needs.
- 2. Striving for High Quality Curriculum: We are dedicated to meeting the needs of student learners through development and use of high-quality curriculum and by examining varied systems of assessment.
- **3.** Continuous Growth: We support professional learning communities to enhance ongoing personal and professional growth to build support for collaborative teaching and learning.
- **4.** Engagement and Communication: We are committed to develop strong communication practices that engage families and community partners in essential relationships with our schools.

Programs and Services

- 1. PK-12 Classrooms with fully licensed teachers, support staff that meet state standards, up to date curriculum that follow state frameworks, fully accredited by MA Department of Education.
- 2. Curriculum /Grants Curriculum Director that works to ensure teachers are trained in latest strategies and curriculum. Also seeks out grants to supplement funding. Oversees our ELL (English Language Learners Program) as well as our Literacy Program
- 3. Technology City/School Collaborative Department with support staff that works with teachers to keep hardware fully functioning. A data support person that inputs all mandated information daily to DESE.
- 4. Safety and Security protocols, procedures reviewed and revised with the support of Fire and Police to ensure students and staff safety in a variety of situations.
- 5. Business Office responsible for accounts receivable, accounts payable, transportation fees, student activity accounts
- 6. Special Education
- 7. Transportation
- 8. Food Service contracted service to provide breakfast, lunch and optional food choices to students and staff.

Programs and Services (continued)

- 9. Arts Music, fine arts, theater, and digital arts have state of the art spaces at EHS and in the new pK-8 building that support a variety of creative experiences for all students.
- 10. Athletics Athletic teams and clubs to support a variety of student abilities, members of MIAA. Maintenance custodial staff to ensure the cleanliness and operation of each school facility. Repairs, supplies and upkeep of all school spaces.

				ORIGINAL	ADJUSTED		SCHOOL	MAYOR
				BUDGET	BUDGET	ACTUAL TO	REQUESTED	REQUESTED
ACCOUNT NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023	2023
001.3000.5100	SCHOOL PERSONAL SERVICES	11,512,535.73	11,569,674.08	12,307,520.55	12,367,548.88	6,060,515.23	13,226,279.00	12,859,658.43
	TOTAL PERSONNEL EXPENSES	11,512,535.73	11,569,674.08	12,307,520.55	12,367,548.88	6,060,515.23	13,226,279.00	12,859,658.43
001.3000.5200	SCHOOL PURCHASE OF SERVICES	1,544,407.36	1,454,975.50	1,269,308.63	1,228,061.02	916,666.35	1,249,732.00	1,205,280.55
001.3000.5400	SCHOOL SUPPLIES & MATERIALS	432,803.12	527,619.10	655,934.17	577,923.38	289,842.47	542,736.00	517,302.74
001.3000.5600	SCHOOL INTERGOVERMENTAL	1,196,126.99	1,250,814.94	1,258,430.55	1,361,138.00	586,308.52	1,763,808.00	1,705,528.89
001.3000.5700	SCHOOL OTHER CHARGES & EXPEND	413,057.72	431,812.13	564,687.83	555,355.74	301,231.54	492,591.00	468,507.63
001.3001.5200	NON NET SPENDING PUR OF SER.	599,503.21	795,492.70	1,041,810.90	1,007,665.61	474,250.35	1,175,761.00	1,133,299.36
	TOTAL PURCH OF SVCS EXPENSES	4,185,898.40	4,460,714.37	4,790,172.08	4,730,143.75	2,568,299.23	5,224,628.00	5,029,919.17
	GRAND TOTAL	15,698,434.13	16,030,388.45	17,097,692.63	17,097,692.63	8,628,814.46	18,450,907.00	17,889,577.60

Section IV: Public Works

PUBLIC WORKS

CEMETERY

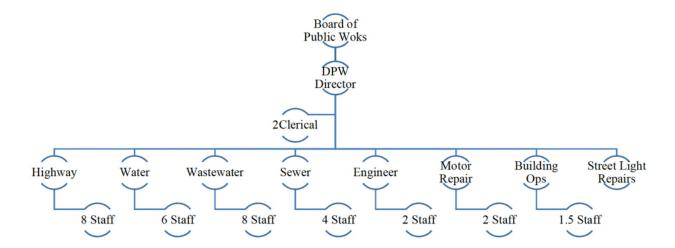
TREE WARDEN

PUBLIC WORKS

Mission Statement

The mission of the Easthampton Department of Public Works is to ensure that all divisions provide and maintain public services necessary for the economic growth and quality of life for all its citizens. Each division strives to deliver those services in a cost-effective and environmentally sensitive manner for the short and long-term benefits of our customers/residents and the environment.

Organizational Overview



Narrative

The Public Works Administration will continue to provide a high level of customer service while overseeing the daily operations of each department.

The Highway Division is responsible for the maintenance and improvement of all city roads. The roads are continually in need of repair, resurfacing or reconstruction. Roadway resurfacing is funded by the Chapter 90 State Program. The current Chapter 90 funding for FY2019 is \$440,000 and includes both roadway and sidewalk repair and construction. The trend citywide is that the standard rate of roadway deterioration continues to outpace the Chapter 90 funding that the city receives. Future road work priorities are decided by many factors by the Board of Public Works. The Highway Division is also responsible for sidewalk installation, repair, and replacement. Sidewalk replacement is determined similarly to roadwork and in conjunction with road repair. The Highway Division will continue to elevate all methods of road repair and reconstruction as well as provide assistance to other departments as needed. Snow and ice

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removal for all city streets, municipally owned parking lots, and all school parking lots will remain a top priority during the winter months.

Motor Repair will continue to be responsible for the maintenance of all DPW vehicles and equipment and will maintain approximately 70 municipal vehicles.

The Engineering Department will continue to provide technical assistance, design, and construction oversight, which includes Chapter 90, Massworks grants and completion of the Integrated Water Resource Management Plan. The Department will continue to provide assistance to all city departments as required.

	GRAND TOTAL	169,646.79	178,535.36	191,433.00	193,289.20	110,592.51	200,064.14
	TOTAL PURCH OF SVO	847.74	0.00	1,238.00	1,238.00	0.00	1,275.14
001.4010.5710	IN STATE TRAVEL	<u>6.55</u>	0.00	<u>100.00</u>	<u>100.00</u>	0.00	103.00
001.4010.5319	PROF. SERVICES	841.19	0.00	168.00	168.00	0.00	173.04
001.4010.5314	EDUCATION & TRAININ	0.00	0.00	120.00	120.00	0.00	123.60
001.4010.5301	ADVERTISING	0.00	0.00	350.00	350.00	0.00	360.50
001.4010.5243	RADIO, TEL, COMM	0.00	0.00	500.00	500.00	0.00	515.00
	TOTAL PERSONNEL E	168,799.05	178,535.36	190,195.00	192,051.20	110,592.51	198,789.00
001.4010.5141		700.00	200.00	200.00	200.00		0.00
	BPW STIPEND	625.00	825.00	900.00	900.00		900.00
001.4010.5112	SUPERVISORY	81,747.64	90,166.40	99,553.00	100,557.02	55,530.00	107,224.00
001.4010.5111	F.T. REGULAR	85,726.41	87,343.96	89,542.00	90,394.18	54,162.51	90,665.00
NO	DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	2023

FUEL
Account # 4100

				ORIGINAL	ADJUSTED					
ACCOUNT	ACCOUNT			BUDGET	BUDGET	ACTUAL TO	REQUESTED			
NO	DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023			
001.4100.5319	MISC PROF & TECH SER	1,605.26	2,425.98	2,500.00	2,500.00	0.00	2,575.00			
001.4100.5481	GAS, OIL, AND LUBE	92,499.49	82,704.99	134,226.00	134,226.00	82,244.82	138,252.78	ARPA funds to be used for an	y deficit during	FY2023
	GRAND TOTAL	94,104.75	85,130.97	136,726.00	136,726.00	82,244.82	140,827.78			

ENGINEERING

Account # 4110

ACCOUNT				ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL TO	REQUESTED	
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023	
					-			70 Hours Budgeted 10 Hours out of
001.4110.5111	SALARY	148,306.43	148,398.11	150,160.00	151,663.13	83,669.51	158,858.70	ARPA for Engineer
001.4110.5143	CELL PHONE ALLOWANCE	720.00	720.00	720.00	720.00	420.00	720.00	
T-	OTAL PERSONNEL EXPENSES	149,026.43	149,118.11	150,880.00	152,383.13	84,089.51	159,578.70	
	ADVERTISING	0.00	241.18	200.00	200.00	0.00		
001.4110.5303	COMPUTER SERVICES	0.00	0.00	7,500.00	7,500.00	0.00	0.00	Transfer to IT
001.4110.5314	EDUCATION & TRAINING	0.00	455.42	1,500.00	1,500.00	175.00	1,545.00	
001.4110.5319	PROF SERV & TECH	920.00	5,538.76	200.00	200.00	0.00	206.00	
001.4110.5423	COMPUTER FORMS & SUPPLI	0.00	0.00	1,000.00	1,000.00	0.00	1,030.00	
001.4110.5425	PRINTING SUPPLIES	0.00	0.00	500.00	500.00	0.00	515.00	
001.4110.5438	TOOLS & SUPPLIES	0.00	0.00	884.00	884.00	0.00	910.52	
001.4110.5485	REPAIR & MAINT	0.00	150.36	100.00	100.00	0.00	103.00	
001.4110.5710	IN STATE TRAVEL	0.00	0.00	50.00	50.00	0.00	51.50	
001.4110.5730	DUES & MEMBERSHIP	0.00	0.00	400.00	400.00	330.00	412.00	
001.4110.5851	COMPUTER & PERIPHERALS	3,781.11	0.00	0.00	0.00	0.00	0.00	
	TOTAL PURCH OF SVCS EXPE	4,701.11	6,385.72	12,334.00	12,334.00	505.00	4,979.02	
	GRAND TOTAL	153,727.54	155,503.83	163,214.00	164,717.13	84.594.51	164,557.72	

HIGHWAY

Account # 4120

				ORIGINAL	ADJUSTED		
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	REQUESTED
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	TO DATE	2023
001.4210.5111	SALARY	392,853.98	402,976.01	435,200.00	435,200.00	232,588.58	431,694.00
001.4210.5130	OVERTIME	31,286.35	29,572.26	35,000.00	35,000.00	18,526.44	37,500.00
001.4210.5143	CELL PHONE ALLOWANCE	720.00	720.00	1,000.00	1,000.00	420.00	1,000.00
001.4210.5145	HIGHWAY OUT OF CLASS (OOC)	0.00	120.00	0.00	0.00	320.00	250.00
001.4210.5196	CDL, HOISTING, WTOP LIC. RENEWA	120.00	80.00	400.00	400.00	60.00	400.00
	TOTAL PERSONNEL EXPENSES	424,980.33	433,468.27	471,600.00	471,600.00	251,915.02	470,844.00
001.4210.5211	LIGHT, HEAT, POWER	6,450.13	8,709.82	8,000.00	8,000.00	2,699.88	8,240.00
001.4210.5243	RADIOS,TEL,COMM.	0.00	180.00	200.00	200.00	0.00	206.00
001.4210.5274	RENTALS	2,500.00	7,274.37	12,000.00	12,000.00	330.00	12,360.00
001.4210.5301	ADVERTISING	960.96	809.36	485.00	485.00	1,181.28	499.55
001.4210.5303	COMPUTER SERVICES	978.85	3,529.88	500.00	500.00	649.93	515.00
001.4210.5314	EDUCATION & TRAINING	0.00	80.00	1,500.00	1,500.00	280.00	1,545.00
001.4210.5319	PROF SERVICES	28,458.06	23,330.44	29,000.00	29,000.00	13,680.58	29,870.00
001.4210.5421	OFFICE SUPPLIES	0.00	1,650.00	0.00	0.00	0.00	0.00
	PAINT,HARDWARE,PLUMB	1,356.07	59.22	2,000.00	2,000.00	130.73	2,060.00
001.4210.5437	MASONRY SUPPLIES	0.00	5,859.00	500.00	500.00	1,945.44	515.00
001.4210.5438	TOOLS & SUPPLIES	7,415.59	18,889.71	5,000.00	5,000.00	5,741.37	5,150.00
001.4210.5439	BLDG & EQUIP SUPP	6,810.54	4,690.61	3,000.00	3,000.00	1,530.83	3,090.00
001.4210.5450	CUSTODICAL SUPPLIES	0.00	0.00	200.00	200.00	0.00	206.00
001.4210.5461	SAND,GRAVE,LOAM	0.00	1,542.58	1,000.00	1,000.00	0.00	1,030.00
001.4210.5481	GAS, LUB,OIL	1,791.55	617.99	4,000.00	4,000.00	0.00	4,120.00
001.4210.5482	TIRES,TUBES,CHAIN	0.00	703.44	7,000.00	7,000.00	385.95	7,210.00
001.4210.5483	VEHICLE EQUIPMENT REPAIR	17,799.70	7,794.20	15,000.00	15,000.00	1,983.51	15,450.00
001.4210.5485	REPAIR,MAINT	42,167.91	50,609.02	50,000.00	50,000.00	35,422.91	51,500.00
001.4210.5500	MEDICAL SUPPLIES	0.00	0.00	200.00	200.00	0.00	206.00
001.4210.5530	PROTECTIVE EQUIPMENT	399.50	229.50	700.00	700.00	270.00	721.00
001.4210.5531	TRAFFIC SUPPLIES	601.96	2,705.10	0.00	0.00	0.00	0.00
001.4210.5532	BITUMINOUS CONCETE	85,527.73	65,404.44	85,000.00	85,000.00	0.00	87,550.00
001.4210.5703	001.4210.5703 UNIFORMS		3,514.63	4,000.00	4,000.00	1,879.85	4,120.00
001.4210.5710 IN STATE TRAVEL		0.00	0.00	25.00	25.00	0.00	25.75
001.4210.5711	TRAVEL/MEALS	1,360.00	1,066.00	900.00	900.00	740.00	927.00
001.4210.5730	DUES AND MEMBERSHIP	0.00	282.00	500.00	500.00	50.00	515.00
TO	OTAL PURCH OF SVCS EXPENSES	207,887.03	209,531.31	230,710.00	230,710.00	68,902.26	237,631.30
	GRAND TOTAL	632,867.36	642,999.58	702,310.00	702,310.00	320,817.28	708,475.30

SNOW REMOVAL

Account # 4230

				ORIGINAL	ADJUSTED		DE 01150750
ACCOUNT	ACCOUNT			BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023
001.4230.5130	SNOW OVERTIME	37,927.24	37,532.24	50,000.00	50,000.00	16,430.06	50,000.00
	TOTAL PERSONNEL E	37,927.24	37,532.24	50,000.00	50,000.00	16,430.06	50,000.00
001.4230.5274	SNOW EQUIP RENTAL	104,760.00	119,745.00	65,000.00	65,000.00	12,297.52	65,000.00
001.4230.5301	SNOW ADVERTISING	0.00	0.00	275.00	275.00	0.00	275.00
001.4230.5461	SAND,GRAVEL,LOAM	1,860.39	0.00	16,000.00	16,000.00	616.20	16,000.00
001.4230.5485	REPAIR & MAINT	0.00	4,421.00	5,000.00	5,000.00	0.00	5,000.00
001.4230.5536	CHEMICALS	10,982.40	16,788.20	5,000.00	5,000.00	11,548.12	5,000.00
001.4230.5544	SALT	132,317.96	113,756.56	48,000.00	48,000.00	52,330.91	48,000.00
001.4230.5600	SCHOOL PLOWING	0.00	0.00	10,000.00	10,000.00	2,520.00	10,000.00
001.4230.5711	TRAVEL/MEALS	2,266.00	2,152.00	725.00	725.00	746.00	725.00
	TOTAL PURCH OF SV	252,186.75	256,862.76	150,000.00	150,000.00	80,058.75	150,000.00
	GRAND TOTAL	290,113.99	294,395.00	200,000.00	200,000.00	96,488.81	200,000.00

STREET LIGHTS

Account # 4240

				ORIGINAL	ADJUSTED		
ACCOUNT				BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023
001.4240.5211	ENERGY FOR LIGHT, HEAT, POV	49,933.06	45,383.79	73,150.00	73,150.00	25,671.54	75,344.50
001.4240.5319	MISC PROF & TECH SERV	23,998.46	27,182.82	24,000.00	24,000.00	15,292.27	24,720.00
001.4240.5400	SUPPLIES & MATERIALS	0.00	0.00	1,000.00	1,000.00	0.00	1,030.00
	GRAND TOTAL	73,931.52	72,566.61	98,150.00	98,150.00	40,963.81	101,094.50

MOTOR REPAIR

Account # 4250

	TOTAL PURCH OF SVCS EXP	4,233.10	2,638.99	6,340.00	6,340.00	1,293.18	6,530.20
001.4250.5711	TRAVEL/MEALS	50.00	110.00	20.00	20.00	20.00	20.60
001.4250.5703	UNIFORMS	848.81	74.00	850.00	850.00	304.69	875.50
	PERIODICALS	0.00	0.00	25.00	25.00	0.00	25.75
	REPAIR MAINT	269.50	0.00	500.00	500.00	44.97	515.00
	BLDG&EQUIP	1,235.61	0.00	1,500.00	1,500.00	172.63	1,545.00
	TOOLS & SUPPLIES	247.59	1,105.97	955.00	955.00	536.20	983.65
	PROF SERVICES	150.00	75.00	500.00	500.00	0.00	515.00
	EDUC & TRAINING	0.00	0.00	100.00	100.00	0.00	103.00
	EQUIP RENTALS	303.20	156.20	490.00	490.00	0.00	504.70
001 4250 5211	LIGHT,HEAT,POWER	1,128.39	1,117.82	1,400.00	1,400.00	214.69	1,442.00
10	JIAL PERSONNEL EXPENSES	92,000.32	63,463.73	104,000.22	104,000.22	01,202.00	112,024.50
	OTAL PERSONNEL EXPENSES	92,656.32	63,463.73	104,880.22	104,880.22	61,202.08	112,024.56
	PROF. LICENCES	0.00	0.00	90.00	90.00	0.00	180.00
	MOTOR REPAIR- OUT OF CLAS	0.00	70.00	0.00	0.00	40.00	70.00
001.4250.5130	CELL PHONE ALLOWANCE	1,167.12 600.00	3,577.49 360.00	500.00 360.00	500.00 360.00	0.00 210.00	500.00 360.00
001.4250.5111		90,889.20	59,456.24	103,930.22	103,930.22	60,952.08	110,914.56
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	TO DATE	D 2023
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	REQUESTE
				ORIGINAL	ADJUSTED		

TRAFFIC

Account # 4260

				ORIGINAL	ADJUSTED		
ACCOUNT				BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023
001.4260.5319	EXP PROF SERV.	72,563.84	65,455.53	65,478.00	65,478.00	33,503.78	67,442.34
001.4260.5531	SUPPLIES & MATERIALS	19,886.78	19,830.93	33,729.00	33,729.00	11,251.59	34,740.87
	GRAND TOTAL	92.450.62	85,286,46	99,207,00	99,207,00	44.755.37	102.183.21

TRASH, RECYCLING, HAZARDOUS WASTE Account # 4300,4330,4380

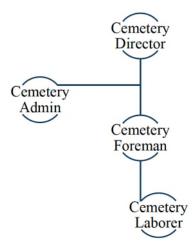
				ORIGINAL	ADJUSTED		
ACCOUNT				BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023
001.4300.5316	HAZ. WASTE	704.10	0.00	1,950.00	1,950.00	2,500.00	2,008.50
001.4300.5319	RECYCLING	8,819.59	11,720.17	10,335.00	10,335.00	3,394.28	10,645.05
	GRAND TOTAL	9,523.69	11,720.17	12,285.00	12,285.00	5,894.28	12,653.55
001.4330.5316	TRASH - SCHOOLS	14,366.33	18,547.08	16,000.00	16,000.00	8,926.80	16,480.00
001.4330.5319	TRASH -TOWN BUILDINGS	9,982.24	9,233.06	13,000.00	13,000.00	7,474.88	13,390.00
	GRAND TOTAL	24,348.57	27,780.14	29,000.00	29,000.00	16,401.68	29,870.00
001.4380.5319	SAN LANDFILL PROF SERVIC	13,795.63	<u>17,368.76</u>	<u>32,175.00</u>	32,175.00	11,986.68	33,140.25
	GRAND TOTAL	13,795.63	17,368.76	32,175.00	32,175.00	11,986.68	33,140.25

CEMETERY

Mission Statement

To ensure proper historical records are accurate, develop financial resources to support perpetual care and provide burial services in well maintained and orderly cemeteries.

Organizational Overview



Accomplishments

- Assisted families and funeral homes with understanding State and Local guidelines for COVID-19 for burials and services.
- Continue to marketing new section for burials; creating new revenue streams
- Tree and shrub management program
- Seeded areas in need

Trends

- Consistent need for additional cemetery plots within the city.
- Continuing trend of cremation burials.

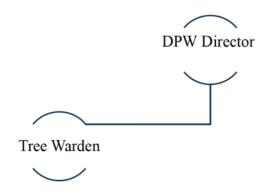
				ORIGINAL	ADJUSTED		
ACCOUNT	ACCOUNT			BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023
001.4910.5111	REGULAR SALARY	34,855.68	35,100.87	35,996.00	36,358.91	20,065.50	38,749.00
001.4910.5115	PART TIME REG	18,090.94	18,264.72	18,710.00	18,967.40	11,536.32	20,251.00
001.4910.5117	PART TIME CLERICA	600.00	600.00	600.00	600.00	300.00	600
	TOTAL PERSONNEL	53,546.62	53,965.59	55,306.00	55,926.31	31,901.82	59,600.00
001.4910.5437	STONE & MASONRY	300.00	0.00	200.00	200.00	0.00	200.00
001.4910.5439	BLDG&EQUIP	1,234.05	1,942.32	2,700.00	2,700.00	1,382.97	2,775.00
001.4910.5463	AGRICULTURAL	157.33	194.43	100.00	100.00	0.00	100.00
001.4910.5485	REPAIR & MAINT	657.33	1,000.56	500.00	500.00	0.00	500.00
001.4910.5579	SUPPLIES	0.00	<u>112.54</u>	<u>260.00</u>	260.00	0.00	<u>260.00</u>
	TOTAL PURCH OF S	2,348.71	3,249.85	3,760.00	3,760.00	1,382.97	3,835.00
	GRAND TOTAL	55,895.33	57,215.44	59,066.00	59,686.31	33,284.79	63,435.00
001.4920.5117	CLERICAL	0.00	0.00	3,580.00	3,580.00	<u>1,457.61</u>	3,695.00
	TOTAL PERSONNEL	0.00	0.00	3,580.00	3,580.00	1,457.61	3,695.00
001.4920.5200	PUR OF SER	0.00	0.00	<u>7,185.00</u>	<u>7,185.00</u>	<u>1,478.14</u>	7,390.00
	TOTAL PURCH OF S	0.00	0.00	7,185.00	7,185.00	1,478.14	7,390.00
	GRAND TOTAL	0.00	0.00	10,765.00	10,765.00	2,935.75	11,085.00

TREE WARDEN

Mission Statement

To provide expertise for city trees which includes planting, maintaining, removal and inventory.

Organizational Overview



Programs and Services

- Provide residents, businesses and local tree companies with knowledge and determinations regarding trees throughout the city.
- Review, edit and add to city tree inventory list.
- Expertise and ability to perform small tree work and trimming in-house as needed.

				ORIGINAL	ADJUSTED		
ACCOUNT				BUDGET	BUDGET	ACTUAL TO	REQUESTED
NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	2022	2022	DATE	2023
001.4951.5111	TREE WARDEN SALARY	0.00	1,250.01	0.00	0.00	2,916.69	6,500.00
001.4951.5130	OVERTIME PAY (GENERA	1,537.14	632.94	5,000.00	5,000.00	0.00	0.00
TOTAL	PERSONNEL EXPENSES	1,537.14	1,882.95	5,000.00	5,000.00	2,916.69	6,500.00
001.4951.5293	TREE WARDEN SERVICE	24,985.00	19,068.75	21,742.50	21,742.50	20,277.50	22,394.78
001.4951.5400	SUPP & MATERIALS	187.02	215.35	195.00	195.00	0.00	180.85
001.4951.5710	IN STATE TRAVEL	0.00	0.00	0.00	0.00	18.75	20.00
001.4951.5730	DUES & MEMBERSHIP	0.00	1,150.00	487.50	487.50	210.00	502.13
TOTAL PUR	RCH OF SVCS EXPENSES	25,172.02	20,434.10	22,425.00	22,425.00	20,506.25	23,097.76
	GRAND TOTAL	26,709.16	22,317.05	27,425.00	27,425.00	23,422.94	29,597.76

Section V: Human Services

HEALTH DEPARTMENT

COUNCIL ON AGING

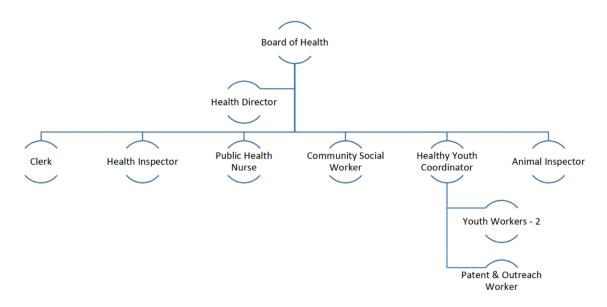
VETERANS SERVICES

HEALTH DEPARTMENT

Mission Statement

The mission of the Easthampton Health Department is to protect the public's health in the City of Easthampton through the creation of regulations, enforcement of state and local regulations, communicable disease surveillance, and public health education and outreach. The Health Department protects not only the public's health but the environment and natural resources of the Commonwealth.

Organizational Overview



Narrative

The Health Department focused largely on making the COVID-19 vaccine accessible upon its release in early 2021 to Easthampton residents by assisting with sign-ups, holding local clinics, and continuously posting updates throughout the phases of the vaccine rollout. Contact tracing and COVID-19 support within the city increased by adding hours to the public health nurse position and signing onto a regional grant to increase public health services to the city. Additionally, the Health Department is in the process of adding a community social worker position to continue to build out a wide range of public health-related services to Easthampton residents. The Health Department is committed to increasing its services to the community while maintaining a solid core of routine inspectional and environmental health services.

Narrative (continued)

- Supported the regional COVID-19 vaccine clinic in Northampton, assisted hundreds of residents in signing up for appointments, offered homebound vaccinations, and held 9 COVID-19 vaccine clinics within the city. The Health Department also hosted flu clinics in collaboration with Public Safety and the Council on Aging.
- Created a COVID-19 data dashboard that was posted weekly on Facebook & the city website, giving the public an overview of the city's current COVID-19 data and trends.
- Received, investigated, and followed up on a total of 2,056 communicable diseases in the city (including COVID-19), a 115% increase from 2020.
- Received, investigated, and managed 163 complaints and conducted 504 inspections, a 19% increase from 2020, including routine inspections and complaint-based inspections. The animal inspector received reports, investigated, and quarantined 33 domestic animals in the City of Easthampton conducted 19 barn inspections completing the annual 'barn book' from the MA Department of Agricultural Resources.
- The Easthampton Healthy Youth Coalition added four new members to the Executive Committee and hired an outreach coordinator who has been primarily responsible for building the Executive Committee and the new parent committee. The coalition is currently initiating the campaign 'Safe Storage, Safe Youth, Safe Easthampton,' which encourages the Easthampton community to have a plan to keep their medicines and/or drugs safely stored.

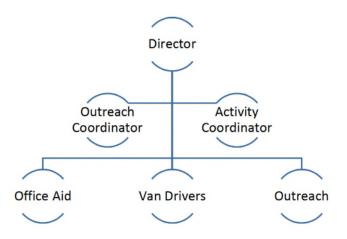
NO	ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	D 2023
001.5120.5111	SALARIES	62,696.81	64,115.67	67,486.04	68,165.99	37,598.36	72,326.80
001.5120.5113	CLERICAL	10,442.61	10,683.06	11,081.58	11,193.22	5,972.10	11,876.80
001.5120.5115	PART-TIME REGULAR	0.00	14,732.58	23,213.30	23,447.20	12,867.90	0.00
001.5120.5114	BD OF HEALTH INSPECTOR	0.00	0.00	0.00	0.00	0.00	45,543.68
001.5120.5118	BD OF HEALTH PART TIME NURS	<u>5,754.35</u>	7,646.67	27,156.14	27,156.14	3,062.68	46,039.50
	TOTAL PERSONNEL EXPENSES	78,893.77	97,177.98	128,937.06	129,962.55	59,501.04	175,786.78
001.5120.5301	ADVERTISING	248.51	0.00	300.00	300.00	0.00	300.00
001.5120.5314	EDUC & TRAINING	0.00	1,527.64	1,000.00	1,000.00	120.00	1,050.00
001.5120.5319	PROF SERVICES	540.58	768.00	800.00	800.00	254.73	600.00
001.5120.5399	SHERIFF SERVICE FEES	0.00	180.16	300.00	300.00	0.00	200.00
001.5120.5500	MEDICAL SUPPLIES	191.84	36.98	200.00	200.00	0.00	200.00
001.5120.5703	UNIFORMS/CLOTHING	0.00	486.74	300.00	300.00	48.98	450.00
001.5120.5710	IN STATE TRAVEL	324.56	200.20	350.00	350.00	529.01	575.00
001.5120.5730	DUES & MEMBERSHIP	0.00	465.00	550.00	550.00	240.00	535.00
то	TAL PURCH OF SVCS EXPENSES	1,305.49	3,664.72	3,800.00	3,800.00	1,192.72	3,910.00
	GRAND TOTAL	80,199.26	100,842.70	132,737.06	133,762.55	60,693.76	179,696.78

COUNCIL ON AGING

Mission Statement

The Easthampton Council on Aging (ECOA) is committed to improving the lives of Easthampton seniors, ages 55 and over, by providing essential programs and activities that meet the needs of our aging population. It is our priority to offer case management services, health and fitness classes, social activities, accessible transportation, and educational courses that will enhance the lives of our community elders.

Organizational Overview



Narrative

The Easthampton Council on Aging (ECOA) provides a range of human services to the community's older residents, families, and caregivers, striving to address issues related to aging, offering social, fitness, wellness, recreation, and educational activities, and providing transportation, advocacy and assistance.

Essential Service Highlights

- PARTNERSHIP: Worked with community organizations and City departments (Easthampton Community Center, Farmers' Market, Health, Fire, and School Departments, and TRIAD) to bring food, health and safety resources to residents.
- RECEPTION/TRANSPORTATION: Ensured residents who lost volunteer companion drivers got to distant medical appointments, while maintaining local essential needs rides.

Narrative (continued)

- ACTIVITY: Safely offered consistent and mostly free fitness, learning, support, and social opportunities for residents to gather and connect during an isolating pandemic, both remotely and outdoors.
- OUTREACH: Provided financial assistance help, case management, counseling and application assistance sessions, grocery shopping trips and curbside meals.
- MANAGEMENT/LEADERSHIP: Transitioned to new director, scaled up and down for multiple pandemic closings and reopening, and managed first year of City-wide STWO Program.

NO	ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	2023	General Fund	by other	Source
001.5410.5112	FULL-TIME, SUPERVISOR	56,274.40	57,613.64	58,611.00	59,166.10	26,564.41	61,352.20	61,352.20		
001.5410.5114	FULL TIME PERMANENT	30,712.13	35,100.87	35,978.00	36,340.91	20,065.50	77,152.39	77,152.39		
001.5410.511	P.T. CLERICAL	14,880.26	13,258.94	10,421.00	10,590.26	7,998.08	15,751.66	11,751.66	4,000.00	Elder Affairs Gran
001.5410.5118	P.T. PERMANENT	53,868.39	57,129.48	59,074.00	59,610.90	29,418.53	94,322.82	74,322.82	20,000.00	Elder Affairs Gran
	TOTAL PERSONNEL EXP	155,735.18	163,102.93	164,084.00	165,708.17	84,046.52	248,579.07	224,579.07		
001.5410.5319	PROF. SERVICE	2,435.72	2,449.14	2,700.00	2,700.00	1,748.55	0.00	0.00	Move to IT	
001.5410.5439	BLDG& EQUIP REPAIR	403.97	161.20	400.00	400.00	0.00	0.00	0.00		
001.5410.5710	IN STATE TRAVEL	253.30	64.50	1,000.00	1,000.00	49.50	250.00	250.00		
	TOTAL PURCH OF SVCS	3,092.99	2,674.84	4,100.00	4,100.00	1,798.05	250.00	250.00		
	GRAND TOTAL	158,828.17	165,777.77	168,184.00	169,808.17	85,844.57	248,829.07	224,829.07		
	PROF. SERVICE	Copier Contrac	ct	Move to IT						
	BLDG& EQUIP REPAIR	Snow blower r	epairs	Move to Bldg.	Ops					

VETERANS SERVICES

Mission Statement

The South Hadley-Easthampton Veteran Service District's primary duty is to administer the Massachusetts Chapter 115 Veterans' Benefits program and to provide information, counsel, and assistance to veterans and their eligible dependents as may be necessary to enable them to procure the benefits to which they are or may be entitled relative to employment, vocational, or educational opportunities, hospitalization, medical care, pensions, and other veteran benefits.

Organizational Overview



Narrative

The mission of the South Hadley-Easthampton Veterans' Service District is to advocate on behalf of all South Hadley and Easthampton veterans and provide them with quality support services. Massachusetts is the only State in the country to dedicate a program of services to its' resident, eligible, veteran population. In accordance with Massachusetts General Law, MGL Chapter 115, each city and town in the Commonwealth is represented by a Veterans Service Officer also known as a Veterans' Agent. Smaller communities are combined into a district and administered accordingly by a Director of Veteran Services. The local Veterans' Service Department is a ONE STOP center for veterans and the dependents of veterans in addition to the duties to aid, assist, and advise, as stated in Chapter 115, Mass. General Law, the Agents and Directors counsel, file claims and explore every avenue of resources and revenue available to the veteran and their dependents.

- Remove all barriers to benefit access by conducting in-home/after hour appointments with possible clients.
- Develop and strengthen Veteran Relationships with the governing body of Easthampton.
- Secure financial resources from outside the Chapter 115 for current clients to reduce the demand on Municipal funds. Such as Social Security or VA Service Connected Disabilities or Non- Service Connected Pensions.
- Establish and maintain outreach and educational opportunities to inform the Veterans and their eligible family members of State and Federal benefits.

				ORIGINAL			
	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	BUDGET 2022	ADJUSTED BI	ACTUAL TO DATE	REQUESTED 2023
001.5430.5319	VETS MISC PROF & TECH SERV	39,339.80	39,171.68	42,399.00	47,399.00	47,399.00	52,180.50
001.5430.5771	VETERANS CARE SOLD & SAIL	0.00	<u>1,540.00</u>	0.00	0.00	0.00	0.00
	TOTAL	39,339.80	40,711.68	42,399.00	47,399.00	47,399.00	52,180.50
001.5440.5772	VETERANS CASH BENEFITS	296,839.87	277,163.88	310,000.00	310,000.00	129,601.70	290,000.00
001.5440.5779	VETERANS BEN MISC.	607.80	0.00	0.00	0.00	0.00	0.00
	TOTAL	297,447.67	277,163.88	310,000.00	310,000.00	129,601.70	290,000.00
	GRAND TOTAL	336,787.47	317,875.56	352,399.00	357,399.00	177,000.70	342,180.50

Section VI: Culture and Recreation

EMILY WILLISTON MEMORIAL LIBRARY

PARKS AND RECREATION

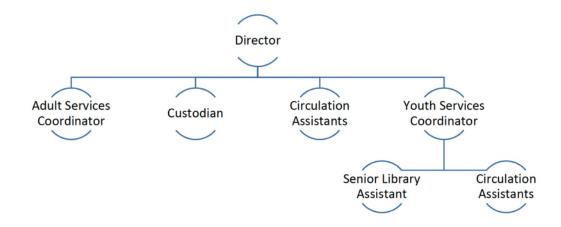
EMILY WILLISTON MEMORIAL LIBRARY

Mission Statement

The Emily Williston Memorial Library and Museum is a nonprofit, educational institution. Its collections, services, exhibits, and programs help meet the informational, research, educational, and recreational needs of the City of Easthampton and surrounding communities.

The Emily Williston Memorial Library is a vital center for learning and social and cultural collaborations in the City of Easthampton.

Organizational Overview



Narrative

As the EWML begins a new phase of development and lay plans to launch a robust Capital Campaign and to relocate to a space that can fully and joyously support the functions of a modern library in a thriving, growing community, we hope to move into a closer financial relationship with the City, reserving the endowment for the care of our historic building as we transition, and the support of our new one as we create it. Libraries are an essential city service, and amply repay investment for citizens of all ages, needs, and interests.

ACCOUNT NO	ACCOUNT DESCRIPTION	ACTUAL 2020	ACTUAL 2021	ORIGINAL BUDGET 2022	ADJUSTED BUDGET 2022	ACTUAL TO DATE	REQUESTED 2023	REQUIRED MARS CALCULATION	
001.6100.5200	EMILY WILLISTON PUR OF SERV	213,466.00	216,466.00	218,927.36	218,928.36	218,928.36	222,000.00	221,693.96	
									-306.04

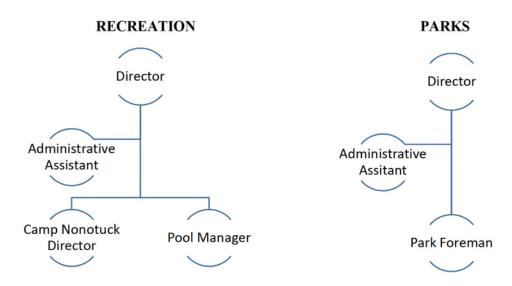
How to Calculate the MAR		
The MAR is calculated using the prior 3 years' mu	ınicipal appropr	iations for
$[(FYaa + FYbb + FYcc)/3] \times 1.025 =$	MAR for FYd	d
Actual 2020	213,466.00	
Actual 2021	216,466.00	
Adjusted 2022 (should be actual however in FY 2022		
there was an error that's why using adjusted)	218,928.36	
	648,860.36	
Average of 3 Years	216,286.79	
Add- 2.5% increase on Average of 3 years	5,407.17	
	221,693.96	

PARKS & RECREATION

Mission Statement

The Easthampton Parks & Recreation Department is committed to enhancing the quality of life for all by providing clean and safe parks throughout the city that serve both passive and active recreational opportunities.

Organizational Overview



Narrative

The Easthampton Parks and Recreation Department strives to meet the needs of residents and guests of the City of Easthampton by providing safe parks, community events, active and passive recreational opportunities and administrative services for youth and adult programs.

- Maintain quality athletic fields for youth and high school sports.
- Providing Parks; that are able to meet the specialized needs of customers for events and fundraisers.
- Secure grant funding for stone house bathroom construction on Daley Field.
- Secure grant funding for Nonotuck Park Pool Construction.
- Maintain and provide customer support for a community pool, 4 Pavilions and 26 picnic sites.

Picnic Sites

Weekday Fees	Resident*	\$5.00	Non Resident \$10.00
Weekend/ Holiday Fees	Resident*	\$10.00	Non Resident 20.00
		<u>Pavilions</u>	
Pavilion #1	Resident*	\$220.00	Non Resident \$320.00
Pavilion #2	Resident*	\$200.00	Non Resident \$300.00
Pavilion #3	Resident*	\$210.00	Non Resident \$310.00
Pavilion #4	Resident*	\$220.00	Non Resident \$320.00
Church/Non-profit**	Reside	ent* \$170.0	Non Resident \$210.00

Gazebo and Millside Park

	Resident/Non-Resident	Non Profit**
Gazebo	\$225.00	\$175.00
Millside Park > 200 attendance	\$225.00	\$175.00
Millside Park < 200 attendance	\$350.00	\$300.00+

	GRAND TOTAL	124,563.83	104,460.24	137,711.00	138,827.25	63,552.78	150,703.00
10	TAL PURCH OF SVCS EXPENSES	2,535.00	2,097.30	2,799.00	10,299.00	6,198.00	2,879.00
001.6310.5710	IN STATE TRAVEL	819.00	654.00	949.00	949.00	398.00	979.00
001.6310.5582	RECREATIONAL	1,316.00	1,443.30	1,750.00	9,250.00	5,800.00	1,800.00
001.6310.5301	ADVERTISING	400.00	0.00	100.00	100.00	0.00	100.00
	TOTAL PERSONNEL EXPENSES	122,028.83	102,362.94	134,912.00	128,528.25	57,354.78	147,824.00
001.6310.5141	LONGEVITY	0.00	100.00	100.00	100.00	0.00	100.00
001.6310.5121	TEMP POSITIONS	21,263.52	0.00	32,307.00	24,807.00	0.00	35,720.00
001.6310.5113	F.T. CLERICAL	30,601.95	30,593.54	29,006.00	29,393.13	16,237.85	33,016.00
001.6310.5111	SALARY	70,163.36	71,669.40	73,499.00	74,228.12	41,116.93	78,988.00
NO	ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	D 2023

	-						
NO	ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	D 2023 1%
001.6500.5111	SALARIES	113,920.30	68,375.91	108,877.00	109,876.23	55,860.64	106,704.00
001.6500.5117	P.T. CLERICAL	0.00	1,452.66	600.00	600.00	528.24	600.00
001.6500.5121	TEMP POSITIONS	79,515.42	79,989.91	108,622.00	109,608.57	53,345.47	126,700.00
001.6500.5141	LONGEVITY	500.00	0.00	100.00	100.00	0.00	100.00
	TOTAL PERSONNEL EXPE	193,935.72	149,818.48	218,199.00	220,184.80	109,734.35	234,104.00
001.6500.5211	LIGHT,HEAT, POWER	10,511.60	6,014.22	11,000.00	11,000.00	3,587.12	11,300.00
001.6500.5262	FACILITIES	4,066.95	6,696.34	5,000.00	5,000.00	887.29	5,150.00
001.6500.5359	MANHAN RAIL TRAIL	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,575.00
001.6500.5436	PAINT,HARDWARE, LUMB	4,245.10	3,153.97	5,000.00	5,000.00	781.20	5,150.00
001.6500.5439	BLDG & EQUIP R & M	3,159.41	11,458.95	3,800.00	3,800.00	1,769.45	3,800.00
001.6500.5450	CUST. SUPPLIES	1,071.80	1,096.69	700.00	700.00	497.29	850.00
001.6500.5461	SAND,GRAVEL,LOAM	0.00	0.00	200.00	200.00	0.00	200.00
001.6500.5463	ARGRICULTURAL	0.00	0.00	300.00	300.00	0.00	300.00
001.6500.5464	POOL CHEMICALS	1,695.18	0.00	3,000.00	3,000.00	0.00	3,090.00
001.6500.5485	REPAIR & MAINT.	1,523.07	1,281.20	2,500.00	2,500.00	1,110.72	2,575.00
001.6500.5579	UNIFORMS	0.00	0.00	400.00	400.00	0.00	400.00
	TOTAL PURCH OF SVCS E	28,773.11	32,201.37	34,400.00	34,400.00	11,133.07	35,390.00
	GRAND TOTAL	222,708.83	182,019.85	252,599.00	254,584.80	120,867.42	269,494.00

Section VII: Debt and Interest

Debt Service appropriations provide for the payment of principal and interest costs for long and short-term bonds issued by the City for capital projects for General Fund, Enterprise, and CPA purposes. Typically, larger projects such as the Municipal Building are bonded for twenty years, while the financing for other projects and equipment is retired within five to ten years. The City's goal is to finance capital projects for the shortest feasible term over the useful life of the project in accordance with the terms outlined in Massachusetts General Laws. This ensures that our debt burden will remain manageable.

ACCOUNT NO	ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	2023
001.7100.5909	H.S. STATE HOUSE NOTE	200,000.00	200,000.00	0.00	0.00	0.00	0.00
001.7100.5915	PRINCIPAL TEMP LOANS	519,600.00	697,070.00	0.00	0.00	0.00	0.00
001.7100.5968	PRIN INTEGRATED WATER RES. MG	46,451.00	47,007.86	48,029.01	48,029.01	48,029.01	49,072.95
001.7100.5973	WWTP PHASE II	78,371.41	82,305.76	86,594.96	86,594.96	86,594.96	84,912.21
001.7100.5974	PLAINS SEWER	154,397.00	157,516.00	160,698.00	160,698.00	160,698.00	163,945.00
001.7100.5977	WWTP PHASE 3 UPGRADE	7,298.71	7,298.71	7,298.71	7,298.71	7,298.71	7,298.71
001.7100.5980	SEWER OUTFALL REPAIRS	14,083.63	14,361.19	14,643.46	14,643.46	14,643.46	14,931.39
001.7100.5981	HIGH SCHOOL	700,000.00	740,000.00	665,000.00	665,000.00	0.00	660,000.00
001.7100.5984	PLAINS SEWER PHASE 2	22,229.96	22,667.07	23,112.46	23,112.46	23,112.47	23,567.06
001.7100.5985	MAPLE SCHOOL PREK-8	2,150,000.00	2,650,000.00	2,425,000.00	2,425,000.00	0.00	1,980,000.00
001.7100.5998	MWPAT PRINCIPAL SUBSIDY	31,022.11	31,645.82	0.00	31,914.69	0.00	33,597.44
TC	OTAL PRINCIPAL (Excludes Subsidy)	3,892,431.71	4,618,226.59	3,430,376.60	3,430,376.60	340,376.61	2,983,727.32
001.7500.5909	H.S. STATE HOUSE NOTE INT.	7,800.00	3,900.00	0.00	0.00	0.00	0.00
001.7500.5915	INTEREST ON BANS	74,812.43	8,341.60	0.00	0.00	0.00	0.00
001.7500.5968	INT - INTEGRATED WATER	20,200.84	19,164.49	18,147.66	18,147.66	18,147.66	17,187.08
001.7500.5973	WWTP PHASE II	4,677.54	3,094.17	1,411.42	1,411.42	1,411.42	0.00
001.7500.5974	PLAINS SEWER	32,299.39	29,180.26	25,998.12	25,998.12	25,998.12	22,751.69
001.7500.5979	SRF SEWER ADMIN.	5,286.30	4,741.16	4,184.85	4,184.85	4,184.85	3,623.43
001.7500.5982	SEWER OUTFALL	3,630.10	3,345.65	3,055.61	3,055.61	3,055.61	2,759.86
001.7500.5983	HIGH SCHOOL	344,750.00	162,278.47	208,850.00	208,850.00	104,425.00	188,900.00
001.7500.5984	PLAINS SEWER P2	5,729.18	5,280.21	4,822.42	4,822.42	4,822.42	4,355.63
001.7500.5985	MAPLE SCHOOL PREK-8	2,132,569.45	1,765,000.00	1,632,500.00	1,632,500.00	816,250.00	1,511,250.00
001.7500.5999	MWPAT SUBSIDY	10,978.99	<u>8,907.25</u>	0.00	<u>7,476.80</u>	0.00	2,962.74
Т	TOTAL INTEREST (Excludes subsidy)	2,631,755.23	2,004,326.01	1,898,970.08	1,898,970.08	978,295.08	1,750,827.69

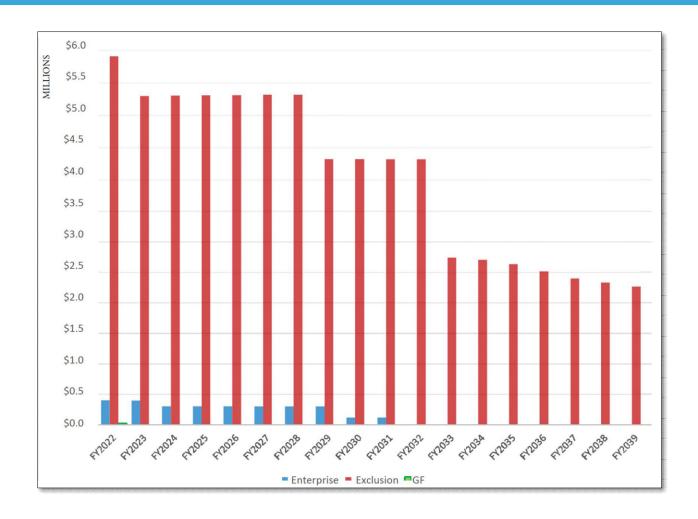
Statutory Debt Limit

The aggregate level of the City of Easthampton's outstanding debt obligation is limited by State law. The statutory debt limit is established by Massachusetts General Laws, Chapter 44, and Section IO at 5% of our total Equalized Valuation (EQV). The EQV is determined every other year by the State Department of Revenue. Easthampton's proposed 2020 EQV is \$1,773,024,900 making our Debt Limit (5% of EQV) \$88,651,245. Easthampton's total issued and outstanding long-term debt principal, both inside and outside the debt limit as of June 30, 2020, is \$55,418,957 and is below the statutory debt

Long-Term Debt

limit.

The total long-term annual debt service from FY2022 through FY2039, including both principal and interest, is shown below. The chart indicates the amount of long-term and short-term debt service for the General Fund (both Debt Excluded and Non-Excluded), as well as the long-term debt service for the Community Preservation Act (CPA) Fund and Water & Sewer Enterprise Fund.



Section VIII: Unclassified

CONTRIBUTORY RETIREMENT

WORKERS COMPENSATION

MEDICARE

EMPLOYEE BENEFITS

LIABILITY INSURANCE

RESERVE FUND

UNEMPLOYMENT

CONTRIBUTORY RETIREMENT

Account # 9111

The Easthampton Retirement System is funded through members' deductions, investments, and annual appropriations from the City of Easthampton. Pension Funds are invested with the Public Retirement Investment Trust (PRIT), a state-run agency that pools pension contributions from around the state in order to maximize returns and reduce management fees. The annual assessment is determined by the Public Employees Retirement Administration Commission (PERAC) and is based on salaries, age, and service time of unit participants that comprise the Easthampton Retirement System. These units include the Easthampton Housing Authority, DPW Water Division, DPW Sewer Division, DPW Wastewater Division, School Department workers (non-teaching personnel), and city employees. The unfunded liability is a significant factor in determining the annual assessment.

WORKERS COMPENSATION

Account # 9120

Unfortunately, employees are sometimes injured while performing their jobs. Workers compensation insurance covers all employees except for police and fire. Our loss history over the last year has been improving through training, safety equipment and greater awareness of hazards by employees and supervisors. 111 F Insurance.

Massachusetts is one of two states in which Police and Fire employees are not covered by worker's compensation insurance. They are covered under 111 F. In today's world, it is critical that our first responders are covered for any injuries sustained while on duty.

MEDICARE EXPENSES

Account # 9121

Federal Insurance Contributions Act (FICA) tax is a payroll (or employment) tax imposed by the Federal Government on both employees and employers. As a result of Federal legislation, all local government employees hired after March 31, 1986, are considered Medicare Qualified Government Employees or MQGE and are required to be covered under the Medicare program. The city is responsible for a matching Medicare payroll tax of 1.45% on all these employees. Annual increases in this tax liability have been reflective of a rise in total city payroll subject to this tax and as more senior employees whose wages were not subject to the tax leave city employment and are replaced by newly-hired employees whose wages are now fully subject to this tax liability.

EMPLOYEE BENEFITS

Account # 9140 & 9500

The Massachusetts Title IV, Chapter 32B mandates that employees in the Commonwealth are to be provided a plan of group life insurance, group accidental death and dismemberment insurance, and group general or blanket hospital, surgical, medical, dental and other health insurance benefits. The City of Easthampton complies with all State guidelines. The city is a member of the Hampshire County Group Insurance Trust which is established under Section 12 of Chapter 32B. The Trust is a 70-member self-insured unit providing coverage with Blue Cross Blue Shield of Massachusetts to over 11,000 active and retired municipal employees and their eligible dependents. The city contracts directly with Blue Cross Blue Shield to provide dental coverage.

LIABILITY INSURANCE

Account # 9450

The goal is to evaluate, and process claims against the City of Easthampton regarding personal and property injury claims. Complete tracking of claims provides us with statistical data to locate hazards and problem areas within the City.

RESERVE FUND

Account # 9510

Authorized by state statute, the Reserve Fund provides the city's operations with an option for the funding of extraordinary or unforeseen expenditures during the year. Transfers from this account require the approval of the City Council. Historically the fund has contained approximately \$100,000 at the start of the budget year. In recent fiscal years, the fund has been increased to \$200,000 to allow for more flexibility due to the financial constraints of the budget. Most commonly, the Reserve Fund account has been used to make up for any overdrafts in departmental operations, or unforeseen equipment failures. The table below shows past year "actuals" as zero because budgeted funds are transferred into other accounts when approved by the City Council, rather than expenses being charged directly to the Reserve Fund.

UNEMPLOYMENT

Account # 9511

The city does not pay unemployment insurance, but instead, is assessed by the State Division of Unemployment Assistance (DUA) on a pay-as-you-go basis for the cost of any and all benefits actually paid to former city and Pre-K-12 school employees. Currently, the maximum number of weeks an individual may receive benefits is twenty-six (26).

UNEMPLOYMENT (continued)

Claimants receive a weekly benefit payment that is half of their average weekly wage, up to a maximum benefit amount which is currently \$855.00 per week, plus a dependency allowance of \$25.00 per week for each dependent child. The dependency allowance cannot exceed more than 50% of the weekly benefit amount. The city is responsible for reimbursing the State for 100% of the benefits paid to former employees. There is an inherent complexity in tracking unemployment costs and estimating liability given that an employee's "benefit year" may cross fiscal years, claimants may be subject to partial benefits if they have other earnings, and claimants who become unemployed more than once during a benefit year may reactivate a prior claim and resume collecting benefits.

				ORIGINAL	ADJUSTED						1	1
ACCOUNT		ACTUAL	ACTUAL	BUDGET	BUDGET		REQUESTE					
NO	ACCOUNT DESCRIPTION	2020	2021	2022	2022	ACTUAL TO DATE						
	CONTRIBUTORY RETIREMENT			3.446.538.00			3.607.722.00					
		-,,		-,,		5,115,55515	.,,.					
001.9120.5600	SCHOOL RELATED	106,109.60	82,687.00	86,822.00	92,497.00	92,475.00	102,000.00		Appropration	about 10% higher the previous yr.	anticipated 9-10% incr	ease this fiscal
001.9120.5700	WORKER'S COMP OTHR SPECIFIC	0.00	31,892.00	0.00	0.00	0.00					i i	
001.9120.5746	CITY RELATED W/C	79,792.80	59,898.00	62,814.15	71,869.15	71,855.00	80,000.00		Appropration	anticipated 9-10% increase		
001.9120.5748	111F W/C	28,687.80	42,282.00	44,475.60	45,799.60	45,724.00	49,000.00	231,000.00	Appropration	Admin fee rose \$400 last yr.	increased around 7% :	since last fiscal
001.9121.560	SCHOOL MEDICARE	175,697.31	187,663.28	180,000.00	180,000.00	108,043.08	188,500.00		188,500.00	11,179,510.36	3	
001.9121.5744	MEDICARE TAX	127,329.58	137,656.67	130,356.00	130,356.00	85,830.68	136,500.00	325,000.00	136,500.00	13,226,279.00)	
001.9140.5600	CHP 32B SCHOOL RELATED	2,624,364.35	2,424,403.95	2,362,780.83	2,362,780.83	1,200,672.06	2,461,564.00		estimated 29	6 increase in use due to retirements,	new hires, and increase	d use after Cov
001.9140.560	CHP 32B SCHOOL RETIREES	632,670.49	671,235.15	684,413.00	684,413.00	333,104.44	679,098.00		estimated 29	6 increase in use due to retirements,	new hires, and increase	d use after Cov
001.9140.5742	CHP 32B CITY INSURANCES	1,407,086.23	1,374,171.25	1,322,100.00	1,322,100.00	687,724.38	1,405,000.00		estimated 29	6 increase in use due to retirements,	new hires, and increase	d use after Cov
001.9140.5743	CHP 32B CITY RETIREES SHARE	418,653.97	426,114.25	401,613.60	401,613.60	216,806.23	439,508.00	4,985,170.00	estimated 29	6 increase in use due to retirements,	new hires, and increase	d use after Cov
001.9450.5600	SCHOOL LIAB INS	91,996.00	86,040.00	90,342.00	90,342.00	64,290.76	112,000.00					
	ESI Annual Fee						5,600.00			Estimate higher than needed - 12%		
	Auto Liability						3,360.00		3%		we will hear back from	MIAA by May
	Liability Insurance						14.560.00		13%		Finance is on May 31st, we can modify the budget at Finance with real numbers	
	Equipment						5.600.00		5%		with real numbers	
	Property						82,880.00		74%			
	Гюрену						02,000.00		7470			
001 0450 5743	CITY LIAB, INS.	180.229.32	192,100.00	201,705.00	201,705.00	180,105.20	238,000.00					
001.5450.5742	ESI Annual Fee	100,229.32	192,100.00	201,703.00	201,705.00	100,100.20	4.760.00		2%			
	Police Boat						2.380.00		1%			
	Auto Liability						61.880.00		26%			
	Liability Insurance						83,300.00		35%			
	Equipment						4.760.00		2%			
	Property						80,920.00	350.000.00				
								,				
001.9500.5715	CITY OPEB CONTRIBUTION	37,400.00	41,140.00	45,254.00	45,254.00	45,254.00	49,779.40		10% increas	e from previous FY		
	SCHOOL OPEB CONTRIBUTION	78,283.33		94,722.83	94,722.83		.,			e from previous FY		
001.9500.5717	ENTERPRISE OPEB CONTRIBUTION		5,848.34	6,433.17	6,433.17	6,433.17	7,076.49	161,051.00	10% increas	e from previous FY	İ	
001.9510.5966	RESERVE FUND	0.00	0.00	200,000.00	200,000.00	0.00	200,000.00		No Increase			
001.9510.5967	CITY COUNCIL TRANSFER APPROV	0.00	0.00	0.00	(6,001.00)	0.00						
001.9511.5966	UNEMPLOYMENT COMP APPROP.	0.00	75,000.00	75,000.00	75,000.00	0.00	75,000.00		No Increase			
001.9511.5967	TRANSFER TO UNEMP. FUND	75,000.00	0.00	0.00	0.00	75,000.00						

Section IX: Community Preservation Act

Massachusetts General Law, Chapter 44B (CPA) allows communities to create a Community Preservation Fund for open space protection, historic preservation, affordable housing, and outdoor recreation. Easthampton adopted CPA in 2001. CPA monies are raised locally through a surcharge of 3% of the tax levy against real property and a match from the state's Community Preservation Trust Fund. Given the state match, we project CPA revenue as \$785,00,000.00. This estimate also includes local revenue and a yet-to-be-set state match.

5/24/2022							thampton CPA (Comr
Account Number	Account Description	FY 2020	FY 2021	FY 2022	FY 2022	FY 2022	FY 2023	
000.2900.0000.000	Undesignated	-		-	-	-	-	
990.2980.5960.000	Reserved for Open Space	75,000	75,000	80,000	80,000	80,000	110,000	
990.2981.5960.000	Reserved for Historic Preservation	75,000	75,000	80,000	80,000	80,000	110,000	
990.2982.5960.000	Reserved for Affordable Housing	75,000	75,000	80,000	80,000	80,000	110,000	
	Subtotal: required set asides	225,000	225,000	240,000	240,000	240,000	330,000	
024.2981.5403.245	O.T.H 2nd Fl Const. Retained City Match	-	250,000	250,000	250,000	250,000	250,000	
	Subtotal: budgeted projects		250,000	250,000	250,000	250,000	250,000	
N24 2002 5100 240	CPA Admin - Salary *	15,000	15,500	16,000	16,000	16,000	17,000	
	CPA Admin - Salary CPA Admin - Expenses **	4,500	4,500	4,500	4,500	4,500	5,500	
024.2983.5400.240	Subtotal: CPA admin	19,500	20,000	20,500	20,500	20,500	22,500	
	Subtotal: set asides + projects + admin	244,500	495,000	510,500	510,500	510,500	602,500	
024 2999 5966 000	CPA Reserve Fund	228,500	39,750	52,000	52,000	52,000	182,500	
32 112333133001000	TOTAL CPA Budget	473,000	534,750	562,500	562,500	562,500	785,000	
REVENUE ESTIMAT	TFS (FV 2023) ***							
Local CPA Tax Rais	` '	568,633	595,263	450,000	597,678	365,711	600,000	
State Match (roun		110,316	164,351	112,500	232,934	232,934	185,000	
% Match (round 1)		22.9%	28.2%	25.0%	38.7%	38.7%	30.8%	
	evenue (Local Tax + Round 1 Match)	678,949	759,614	562,500	830,612	598,645	785,000	
Total Estimated N		070,545	755,014	302,300	030,012	330,043	705,000	
Additional Possib	। le Revenue (not included in budget funds rec	ceived in a FY and n	ot budgeted m	ay not be use	d until the next	t FY)		
State Match (roun	ds 2&3)	108,617	125,853	112,500	229,642	229,642	185,000	
% Match (rounds 2&	3)	22.5%	21.6%	25.0%	38.1%	38.1%	30.8%	
nterest and other	rrevenue	14,220	7,331	-	-	5,153	-	
Subtotal: addition	al possible revenue	122,837	133,184	112,500	229,642	234,795	185,000	
Total CPA Revenu	e (estimated + additional possible revenue)	801,787	892,798	675,000	1,060,254	833,441	970,000	
Not available for u	use this FY (total revenue - total budgeted)	328,787	358,048	112,500	497,754	270,941	185,000	
* cna admin salan	 y: 10 hours/week at \$31.66 from 7/1/22-12/31/2	22 and estimated 3%	cola/sten incr	ease to \$32 61	from 1/1/23-6	/30/23		
	enses estimated: \$3000 2023 coallition dues, \$20							
	is typically estimated based on 2.5% growth fro			3	3, .			
Notes for Jamie:								
Total CPA State M	atch	218,933	290,204	225,000	462,576	462,576	370,000	
% Match (total)		45.4%	49.8%	37.3%	76.8%	76.8%	99.8%	

Section X: Enterprise

SEWER

WASTEWATER

WATER

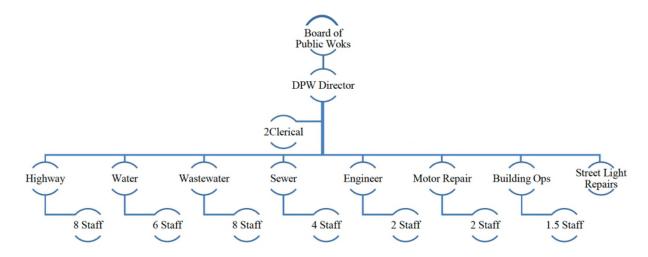
ENTERPRISE RESERVE

ENTERPRISE

Mission Statement

The mission of the Easthampton Department of Public Works is to ensure that all divisions provide and maintain public services necessary for the economic growth and quality of life for all its citizens. Each division strives to deliver those services in a cost-effective and environmentally sensitive manner for the short and long-term benefits of our customers/residents and the environment.

Organizational Overview



SEWER 4410 & 4420

NO ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	D 2023
060.4410.5111 SALARIES	207,943.44	221,114.63	288,410.74	288,410.74	149,525.37	294,000.00
060.4410.5130 OVERTIME	39,630.34	22,993.17	39,000.00	39,000.00	20,842.35	40,250.00
060.4410.5143 CELL PHONE ALLOWANCE	360.00	360.00	360.00	360.00	210.00	360.00
060.4410.5148 SEWER STAND-BY DUTY	0.00	1,200.00	0.00	0.00	4,500.00	8,000.00
060.4410.5196 CDL,HOISTING,WTPO LIC RENEWA	<u>0.00</u>	380.00	<u>250.00</u>	<u>250.00</u>	0.00	250.00
TOTAL PERSONNEL EXPENSES	247,933.78	246,047.80	328,020.74	328,020.74	175,077.72	342,860.00
060.4410.5211 LIGHT, HEAT, POWER	2,368.67	1,337.02	2,925.00	2,925.00	539.32	3,012.75
060.4410.5274 EQUIPMENT RENTAL	0.00	0.00	4,875.00	4,875.00	0.00	5,021.25
060.4410.5301 ADVERTISING	0.00	0.00	97.50	97.50	0.00	100.43
060.4410.5303 COMP. SERVICES	884.78	1,065.76	975.00	975.00	685.86	1,004.25
060.4410.5314 EDUCATION & TRAINING	0.00	0.00	243.75	243.75	0.00	251.06
060.4410.5319 MISC PROF SERV	47,450.02	73,477.26	102,375.00	102,375.00	33,312.49	105,446.25
060.4410.5342 POSTAGE	2,987.50	2,995.00	3,412.50	3,412.50	2,750.00	3,514.88
060.4410.5345 PRINTING	0.00	0.00	877.50	877.50	76.50	903.83
060.4410.5421 OFFICE SUPPLIES	0.00	0.00	195.00	195.00	0.00	200.85
060.4410.5436 PAINT HARDWARE, LUMBER	0.00	543.74	585.00	585.00	89.85	602.55
060.4410.5437 MASONRY SUPPLIES	1,754.54	7,477.03	14,625.00	14,625.00	798.58	15,063.75
060.4410.5438 TOOLS & SUPPLIES	2,381.16	7,563.26	3,900.00	3,900.00	5,026.37	4,017.00
060.4410.5439 MISC BLDG & EQUIP	993.58	693.62	1,950.00	1,950.00	1,318.48	2,008.50
060.4410.5450 CUSTODIAL SUPLLIES	0.00	0.00	97.50	97.50	0.00	100.43
060.4410.5461 SAND, GRAVEL, LOAM	1,691.67	3,552.42	1,950.00	1,950.00	2,773.79	2,008.50
060.4410.5463 AGRICULTURAL	0.00	0.00	146.25	146.25	0.00	150.64
060.4410.5481 GAS, OIL, & LUBE	22.99	2,237.85	975.00	975.00	0.00	1,004.25
060.4410.5482 TIRE, TUBES, CHAIN	1,328.90	2,018.21	1,950.00	1,950.00	928.00	2,008.50
060.4410.5485 REPAIR & MAINT	10,691.74	8,847.77	11,700.00	11,700.00	5,670.05	12,051.00
060.4410.5500 MEDICAL SUPPLIES	0.00	0.00	170.63	170.63	0.00	175.75
060.4410.5530 PROTECTIVE EQUIPMENT	0.00	0.00	7,312.50	7,312.50	0.00	7,531.88
060.4410.5532 BITUMINOUS CONCRETE	43,000.00	30,000.00	34,125.00	34,125.00	19,647.98	35,148.75
060.4410.5533 CURB IRON CASTING	0.00	1,912.86	19,500.00	19,500.00	0.00	20,085.00
060.4410.5535 PIPE & FITTINGS	0.00	3,999.18	9,750.00	9,750.00	8,048.23	10,042.50
060.4410.5537 MANHLE & BASINS	11,255.18	5,473.45	9,750.00	9,750.00	980.00	10,042.50
060.4410.5538 HYDRANTS & PARTS	15,140.00	0.00	0.00	0.00	0.00	0.00
060.4410.5703 UNIFORMS	1,677.74	1,681.66	2,437.50	2,437.50	580.95	2,510.63
060.4410.5710 IN STATE TRAVEL	0.00	0.00	48.75	48.75	0.00	50.21
060.4410.5711 TRAVEL/MEALS	10.00	<u>110.00</u>	536.25	536.25	<u>160.00</u>	552.31
TOTAL PURCH OF SVCS EXPENSES	143,638.47	154,986.09	237,485.63	237,485.63	83,386.45	244,610.20
GRAND TOTAL	391,572.25	401,033.89	565,506.37	565,506.37	258,464.17	587,470.20

WASTEWATER 4460 Budget

NO	ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	D 2023
060.4460.511	1SALARIES	416,935.58	435,744.81	455,737.60	455,737.60	253,180.07	454,110.00
060.4460.5130 OVERTIME		47,322.34	78,579.44	58,000.00	58,000.00	40,415.00	60,500.00
060.4460.514	060.4460.5143 CELL PHONE ALLOWANCE		720.00	720.00	720.00	420.00	720.00
060.4460.519	CDL,HOISTING,WTPO LIC RENEWA	0.00	0.00	1,000.00	1,000.00	525.00	1,000.00
	TOTAL PERSONNEL EXPENSES	464,977.92	515,044.25	515,457.60	515,457.60	294,540.07	516,330.00
060.4460.521	1LIGHT,HEAT, POWER	133,935.28	126,524.79	157,000.00	157,000.00	60,617.10	\$157,000.00
060.4460.524	RADIO,TEL, COMM.	2,748.33	208.38	11,000.00	11,000.00	0.00	\$11,000.00
060.4460.527	4 EQUIPMENT RENTAL	840.00	1,082.80	600.00	600.00	1,268.14	\$600.00
060.4460.530	COMPUTER SERVICES	2,963.78	1,557.28	1,500.00	1,500.00	2,637.28	\$2,000.00
060.4460.531	4 EDUCATION & TRAINING	0.00	4,727.80	1,000.00	1,000.00	2,195.00	\$4,000.00
060.4460.531	MISC PROF SERV	306,565.34	307,117.26	320,000.00	320,000.00	179,537.89	\$325,000.00
060.4460.534	POSTAGE	0.00	0.00	500.00	500.00	0.00	\$100.00
060.4460.542	1 OFFICE SUPPLIES	1,228.95	1,653.44	1,500.00	1,500.00	215.08	\$1,500.00
060.4460.543	1 PLUMBING SUPPLIES	0.00	1,973.22	0.00	0.00	0.00	\$0.00
060.4460.543	ELECTRICAL SUPPLIES	14,836.45	9,609.75	15,426.00	15,426.00	24,732.69	\$15,000.00
060.4460.543	PAINT, HARDWARE, LUMBER	25.32	0.00	2,000.00	2,000.00	117.04	\$1,000.00
060.4460.543	7 MASONRY SUPPLIES	0.00	0.00	500.00	500.00	0.00	\$500.00
060.4460.543	TOOLS & SUPPLIES	5,964.28	6,935.18	7,000.00	7,000.00	3,506.63	\$8,000.00
060.4460.543	MISC BLDG & EQUIP	35,734.50	52,801.16	50,000.00	50,000.00	14,793.65	\$55,000.00
060.4460.544	PUMP STATION REPAIR MAINTANC	19,838.01	45,921.73	30,000.00	30,000.00	18,982.81	\$30,000.00
060.4460.545	CUSTODIAL SUPPLIES	1,746.12	933.73	3,000.00	3,000.00	587.00	\$3,000.00
060.4460.548	1GAS, OIL, LUBE	371.88	2,648.77	1,500.00	1,500.00	0.00	\$1,500.00
060.4460.548	2 TIRE,TUBE,CHAIN	315.39	1,034.68	1,000.00	1,000.00	267.64	\$1,000.00
060.4460.548	LAB SUPPLIES	25,611.87	32,214.43	36,426.00	36,426.00	12,644.22	\$40,000.00
060.4460.548	REPAIR & MAINT	811.17	1,212.54	3,000.00	3,000.00	2,310.93	\$3,000.00
060.4460.550	(MEDICAL SUPPLIES	506.52	405.22	500.00	500.00	0.00	\$1,000.00
060.4460.553	PROTECTIVE EQUIPMENT	5,042.46	921.16	3,000.00	3,000.00	0.00	\$3,000.00
060.4460.553	IRON, STEEL	1,600.40	0.00	2,000.00	2,000.00	706.60	\$1,000.00
060.4460.553	PIPE & FITTINGS	1,951.50	0.00	2,500.00	2,500.00	0.00	\$2,500.00
060.4460.553	CHEMICALS	66,951.82	49,922.47	90,000.00	90,000.00	27,264.84	\$93,000.00
060.4460.570	UNIFORM	2,925.28	3,388.64	3,500.00	3,500.00	1,852.95	\$3,500.00
060.4460.571	IN STATE TRAVEL	7.00	0.00	200.00	200.00	0.00	\$100.00
060.4460.571	1TRAVEL/MEALS	0.00	170.00	2,100.00	2,100.00	10.00	\$250.00
060.4460.573	DUES & MEMBERSHIPS	24.99	350.00	0.00	0.00	350.00	\$350.00
Т	OTAL PURCH OF SVCS EXPENSES	632,546.64	653,314.43	746,752.00	746,752.00	354,597.49	763,900.00
	GRAND TOTAL	1,097,524.56	1,168,358.68	1,262,209.60	1,262,209.60	649,137.56	1,280,230.00

WATER 4500 Budget

NO	ACCOUNT DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	D 2023
060.4500.5111	FT REGULAR	293,437.63	290,380.31	370,836.71	370,836.71	160,496.81	372,810.00
060.4500.5130		43,561.10	44,619.96	67,000.00	67,000.00	24,985.53	50,000.00
060.4500.5143	CELL PHONE ALLOWANCE	360.00	300.00	720.00	720.00	210.00	720.00
060.4500.5145	WATER OUT OF CLASS (OOC)	0.00	130.00	0.00	0.00	980.00	250.00
	WATER STAND-BY DUTY	0.00	1,200.00	0.00	0.00	4,500.00	8,000.00
060.4500.5196	CDL,HOISTING,WTOP LIC RENEWAL	0.00	331.95	1,200.00	1,200.00	168.00	1,200.00
	TOTAL PERSONNEL EXPENSES	337,358.73	336,962.22	439,756.71	439,756.71	191,340.34	432,980.00
		,					
060.4500.5211	LIGHT, HEAT, POWER	117,553.16	109,213.70	146,250.00	146,250.00	51,487.66	150,637.50
060.4500.5243	RADIOS, PHONES COMM.	4,301.82	4,290.90	4,387.50	4,387.50	2,133.31	4,519.13
060.4500.5274	EQUIP RENTAL	0.00	0.00	3,412.50	3,412.50	0.00	3,514.88
060.4500.5301	ADVERTISING	53.10	0.00	780.00	780.00	0.00	803.40
060.4500.5303	COMPUTER SERVICES	1,004.88	1,029.88	2,437.50	2,437.50	539.94	1,510.63
060.4500.5314	EDUCATION & TRAINING	269.95	0.00	4,387.50	4,387.50	0.00	4,519.13
060.4500.5319	MISC. PROF SERV	104,825.91	84,196.84	87,750.00	87,750.00	56,648.88	90,382.50
060.4500.5342	POSTAGE	3,167.50	4,606.90	6,825.00	6,825.00	2,750.00	7,029.75
060.4500.5345	PRINTING	0.00	0.00	2,535.00	2,535.00	1,295.00	2,611.05
060.4500.5421	OFFICE SUPPLIES	347.01	699.76	975.00	975.00	2,279.35	1,004.25
060.4500.5436	PAINT,HARDWARE, LUMBER	1,093.60	1,390.78	2,437.50	2,437.50	338.60	2,510.63
060.4500.5437	MASONRY SUPPLIES	298.82	866.00	975.00	975.00	0.00	1,004.25
060.4500.5438	TOOLS & SUPPLIES	12,932.20	7,533.44	7,312.50	7,312.50	7,095.78	7,531.88
060.4500.5439	BLDG. & EQUIP SUPPLIES	3,224.42	3,131.14	14,625.00	14,625.00	8,669.15	15,063.75
060.4500.5450	CUST. SUPPLIES	0.00	0.00	487.50	487.50	0.00	502.13
060.4500.5463	AGRICULTURAL	0.00	0.00	292.50	292.50	0.00	301.28
060.4500.5481	GAS,OIL & LUBE	684.20	1,232.55	1,462.50	1,462.50	1,485.55	1,506.38
060.4500.5482	TIRE,TUBE, CHAIN	0.00	0.00	195.00	195.00	0.00	200.85
060.4500.5483	VEHICLE EQUIPMENT REPAIR	9.79	0.00	0.00	0.00	0.00	0.00
060.4500.5484	LAB SUPPLIES	0.00	905.11	0.00	0.00	457.66	1,000.00
060.4500.5485	REPAIR & MAINT	5,453.00	7,876.42	9,750.00	9,750.00	1,127.02	10,042.50
060.4500.5500	MEDICAL SUPPLIES	0.00	143.29	243.75	243.75	0.00	251.06
060.4500.5530	PROTECTIVE EQUIPMENT	919.90	2,339.59	4,875.00	4,875.00	119.80	5,021.25
060.4500.5532	BITUMINOUS CONCRETE	60,000.00	45,367.29	53,625.00	53,625.00	0.00	55,233.75
060.4500.5533	CURB IRON CASTING	2,506.00	0.00	4,875.00	4,875.00	3,962.50	5,021.25
060.4500.5535	PIPE & FITTINGS	2,497.54	10,051.85	29,250.00	29,250.00	2,289.12	30,127.50
060.4500.5536	CHEMICALS	0.00	3,000.00	975.00	975.00	2,149.98	1,004.25
060.4500.5537	METER PARTS	3,670.83	0.00	14,625.00	14,625.00	1,625.04	15,063.75
060.4500.5538	HYDRANTS AND PARTS	9,538.90	28,486.30	24,375.00	24,375.00	3,326.69	25,106.25
060.4500.5703	UNIFORMS	2,764.06	1,924.77	2,535.00	2,535.00	142.92	2,611.05
060.4500.5710	IN STATE TRAVEL	43.11	30.00	487.50	487.50	0.00	502.13
060.4500.5711	TRAVEL/MEALS	720.00	520.00	633.75	633.75	340.00	652.76
060.4500.5730	DUES AND MEMBERSHIPS	0.00	959.00	4,095.00	4,095.00	440.00	4,217.85
060.4500.5883	WATER PLANT SCADA COMMUNICA	0.00	6,361.50	14,625.00	14,625.00	0.00	15,063.71
-	TOTAL PURCH OF SVCS EXPENSES	337,879.70	326,157.01	452,497.50	452,497.50	150,703.95	466,072.43
	GRAND TOTAL	675,238.43	663,119.23	892,254.21	892,254.21	342,044.29	899,052.43

ENTERPRISE RESERVE

4462 & 4506

NO	DESCRIPTION	2020	2021	BUDGET	BUDGET	TO DATE	2023
060.4462.5966	RESERVE FUND	0.00	0.00	15,000.00	15,000.00	0.00	15,000.00
060.4506.5966	WATER RESERVE FUN	0.00	0.00	15,000.00	15,000.00	0.00	15,000.00